

Appointment

From: McCabe, Janet [McCabe.Janet@epa.gov]
Sent: 11/1/2022 6:03:32 PM
To: McCabe, Janet [McCabe.Janet@epa.gov]; Drinkard, Andrea [Drinkard.Andrea@epa.gov]
CC: Monger, Jon [Monger.Jon@epa.gov]

Subject: Dar Williams Event
Location: Rachel Carson Room

Start: 12/5/2022 4:30:00 PM
End: 12/5/2022 6:00:00 PM
Show Time As: Tentative

Required Attendees: Drinkard, Andrea
Optional Attendees: Monger, Jon

Appointment

From: Grantham, Nancy [Grantham.Nancy@epa.gov]
Sent: 11/23/2022 5:22:21 PM
To: Grantham, Nancy [Grantham.Nancy@epa.gov]; Ryan, Jini [Ryan.Jini@epa.gov]; Drinkard, Andrea [Drinkard.Andrea@epa.gov]; Harney, Alethea [Harney.Alethea@epa.gov]; Jenkins, Donna [Jenkins.Donna@epa.gov]
Subject: Run Through for Dar Williams Event on 12/5 in Rachel Carson Room
Location: Microsoft Teams Meeting
Start: 12/1/2022 6:00:00 PM
End: 12/1/2022 6:30:00 PM
Show Time As: Tentative

Required Attendees: Ryan, Jini; Drinkard, Andrea; Harney, Alethea; Donna Jenkins

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Ex. 6 Personal Privacy (PP)

Join with a video conferencing device

Ex. 6 Personal Privacy (PP)

Or call in (audio only)

Ex. 6 Personal Privacy (PP) United States, Washington DC

Phone Conference **Ex. 6 Personal Privacy (PP)**

[Find a local number](#) | [Reset PIN](#)

For all EPA meetings, there is no expectation of privacy regarding any communications. Participation in a recorded meeting will be deemed as consent to be recorded. Information on EPA systems is the property of the Agency and may become official records.

[Learn More](#) | [Meeting options](#)

Appointment

From: McCabe, Janet [McCabe.Janet@epa.gov]
Sent: 11/28/2022 7:14:22 PM
To: McCabe, Janet [McCabe.Janet@epa.gov]; Benjamin, Traci [Benjamin.Traci@epa.gov]; Drinkard, Andrea [Drinkard.Andrea@epa.gov]; Grantham, Nancy [Grantham.Nancy@epa.gov]; Ortiz, Adam [Ortiz.Adam@epa.gov]; Ruiz, Maryanne [ruiz.maryanne@epa.gov]; Harney, Alethea [Harney.Alethea@epa.gov]; Ryan, Jini [Ryan.Jini@epa.gov]
BCC: DCRoomWJCN3406A/DeputyAdministrator [DCRoomWJCN3406ADeputyAdministrator@epa.gov]
Subject: Hybrid Meeting: Review Dar Williams Event Run of Show
Location: Microsoft Teams Meeting; DCRoomWJCN3406A/DeputyAdministrator
Start: 12/1/2022 1:00:00 PM
End: 12/1/2022 1:30:00 PM
Show Time As: Tentative

Required Attendees: Benjamin, Traci; Drinkard, Andrea; Grantham, Nancy; Ortiz, Adam; Ruiz, Maryanne; Harney, Alethea; Ryan, Jini

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Ex. 6 Personal Privacy (PP)

Join with a video conferencing device

Ex. 6 Personal Privacy (PP)

Or call in (audio only)

Ex. 6 Personal Privacy (PP)

[Find a local number](#) | [Reset PIN](#)

For all EPA meetings, there is no expectation of privacy regarding any communications. Participation in a recorded meeting will be deemed as consent to be recorded. Information on EPA systems is the property of the Agency and may become official records.

[Learn More](#) | [Meeting options](#)

Appointment

From: Atkinson, Emily [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=BB2155ADEF6A44AEA9410741F0C01D27-ATKINSON, EMILY]
on behalf of McCabe, Janet [McCabe.Janet@epa.gov]
Sent: 11/1/2022 6:03:27 PM
To: McCabe, Janet [McCabe.Janet@epa.gov]; Drinkard, Andrea [Drinkard.Andrea@epa.gov]
CC: Monger, Jon [Monger.Jon@epa.gov]

Subject: Dar Williams Event
Location: Rachel Carson Room

Start: 12/5/2022 4:30:00 PM
End: 12/5/2022 6:00:00 PM
Show Time As: Busy

Required Attendees: Drinkard, Andrea
Optional Attendees: Monger, Jon

Appointment

From: Atkinson, Emily [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=BB2155ADEF6A44AEA9410741F0C01D27-ATKINSON, EMILY]
on behalf of McCabe, Janet [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=C6014E2E039B4EDEA04E1942CD86D68D-MCCABE, JAN]
Sent: 11/28/2022 7:14:16 PM
To: McCabe, Janet [McCabe.Janet@epa.gov]; Benjamin, Traci [Benjamin.Traci@epa.gov]; Drinkard, Andrea [Drinkard.Andrea@epa.gov]; Grantham, Nancy [Grantham.Nancy@epa.gov]; Ortiz, Adam [Ortiz.Adam@epa.gov]; Ruiz, Maryanne [ruiz.maryanne@epa.gov]; Harney, Alethea [Harney.Alethea@epa.gov]; Ryan, Jini [Ryan.Jini@epa.gov]
BCC: DCRoomWJCN3406A/DeputyAdministrator [DCRoomWJCN3406ADeputyAdministrator@epa.gov]
Subject: Hybrid Meeting: Review Dar Williams Event Run of Show
Location: Microsoft Teams Meeting; DCRoomWJCN3406A/DeputyAdministrator
Start: 12/1/2022 1:00:00 PM
End: 12/1/2022 1:30:00 PM
Show Time As: Busy

Required Attendees: Benjamin, Traci; Drinkard, Andrea; Grantham, Nancy; Ortiz, Adam; Ruiz, Maryanne; Harney, Alethea; Ryan, Jini

Appointment

From: Atkinson, Emily [Atkinson.Emily@epa.gov]
on behalf of McCabe, Janet [McCabe.Janet@epa.gov]
Sent: 11/1/2022 6:03:30 PM
To: Drinkard, Andrea [Drinkard.Andrea@epa.gov]

Subject: HOLD | | Dar Williams Event
Location: EPA HQ

Start: 12/5/2022 4:30:00 PM
End: 12/5/2022 6:00:00 PM
Show Time As: Tentative

Required Attendees: Andrea Drinkard

Appointment

From: Atkinson, Emily [Atkinson.Emily@epa.gov]
on behalf of McCabe, Janet [McCabe.Janet@epa.gov]
Sent: 12/5/2022 4:16:05 PM
To: Drinkard, Andrea [Drinkard.Andrea@epa.gov]
CC: Monger, Jon [Monger.Jon@epa.gov]

Subject: Dar Williams Event
Location: Rachel Carson Room

Start: 12/5/2022 4:30:00 PM
End: 12/5/2022 6:00:00 PM
Show Time As: Tentative

Required Attendees: Drinkard, Andrea
Optional Attendees: Monger, Jon

Appointment

From: Atkinson, Emily [Atkinson.Emily@epa.gov]
on behalf of McCabe, Janet [McCabe.Janet@epa.gov]
Sent: 12/5/2022 4:16:05 PM
To: Atkinson, Emily [Atkinson.Emily@epa.gov]; Gibson, Neshawne [Gibson.Neshawne@epa.gov]; Drinkard, Andrea [Drinkard.Andrea@epa.gov]

Subject: Dar Williams Event
Location: Rachel Carson Room

Start: 12/5/2022 4:30:00 PM
End: 12/5/2022 6:00:00 PM
Show Time As: Tentative

Required Attendees: Drinkard, Andrea
Optional Attendees: Monger, Jon

Message

From: Harney, Alethea [Harney.Alethea@epa.gov]
Sent: 11/30/2022 5:01:07 PM
To: Drinkard, Andrea [Drinkard.Andrea@epa.gov]
CC: Grantham, Nancy [Grantham.Nancy@epa.gov]; Atkinson, Emily [Atkinson.Emily@epa.gov]
Subject: RE: Dar Williams EPA Event 12/5

I will double check and circle back!

From: Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Sent: Wednesday, November 30, 2022 10:48 AM
To: Harney, Alethea <Harney.Alethea@epa.gov>
Cc: Grantham, Nancy <Grantham.Nancy@epa.gov>; Atkinson, Emily <Atkinson.Emily@epa.gov>
Subject: RE: Dar Williams EPA Event 12/5

Dar is arriving by herself, right? I feel like they mentioned her boyfriend maybe coming with her? Do we need to ask to confirm? Emily will do the security memo today.

From: Harney, Alethea <Harney.Alethea@epa.gov>
Sent: Tuesday, November 29, 2022 11:28 AM
To: Patty Romanoff <patty@bulletproofartists.com>
Cc: Drinkard, Andrea <Drinkard.Andrea@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: Dar Williams EPA Event 12/5

Thanks, Patty! Just confirming this is the best number for you: Ex. 6 Personal Privacy (PP)

From: Patty Romanoff <patty@bulletproofartists.com>
Sent: Tuesday, November 29, 2022 11:27 AM
To: Harney, Alethea <Harney.Alethea@epa.gov>
Cc: Drinkard, Andrea <Drinkard.Andrea@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: Re: Dar Williams EPA Event 12/5

On Nov 29, 2022, at 11:13 AM, Harney, Alethea <Harney.Alethea@epa.gov> wrote:

1. Will she be performing standing up and/or does she have a chair preference arm chair or raised directors chair - She will most likely sit, though she normally she stands. Please have a chair with NO arms for her. Also, if you can have a guitar stand available.
2. Who should our lead tech person connect with on sound questions? Call me about tech questions
2. Can you please send us the video of the song you would like us to show off the top? We want to make sure we're using the right version and one that doesn't have ads, etc. Will have this sent over. Most likely via WeTransfer

Message

From: Laverdiere, Maria [Laverdiere.Maria@epa.gov]
Sent: 11/30/2022 6:09:59 PM
To: Harney, Alethea [Harney.Alethea@epa.gov]; Drinkard, Andrea [Drinkard.Andrea@epa.gov]; Atkinson, Emily [Atkinson.Emily@epa.gov]
CC: Grantham, Nancy [Grantham.Nancy@epa.gov]
Subject: RE: Dar Williams EPA Event 12/5

Yes, I say let's just add a space in the Agenda for him to say hello if he attends. I agree we don't need to update the mass mailer if his attendance is uncertain.

From: Harney, Alethea <Harney.Alethea@epa.gov>
Sent: Wednesday, November 30, 2022 1:04 PM
To: Drinkard, Andrea <Drinkard.Andrea@epa.gov>; Atkinson, Emily <Atkinson.Emily@epa.gov>
Cc: Grantham, Nancy <Grantham.Nancy@epa.gov>; Laverdiere, Maria <Laverdiere.Maria@epa.gov>
Subject: RE: Dar Williams EPA Event 12/5

Looping in Maria L. to help think through since we're just hearing of this.

Maria, folk singer Dar Williams is coming to the EPA for a staff appreciation event with Janet on Monday. She is having breakfast with Congr. Raskin that morning and said he MIGHT be joining as well.

Hoping to get your thoughts on if we need to write him into the program. I think maybe give him an opportunity to say hello?

From: Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Sent: Wednesday, November 30, 2022 12:55 PM
To: Atkinson, Emily <Atkinson.Emily@epa.gov>; Harney, Alethea <Harney.Alethea@epa.gov>
Cc: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: Dar Williams EPA Event 12/5

Remind me their connection? And do we need to write him into the program? I assume yes. Let me know if you have thoughts on what might be most appropriate for his role.

From: Atkinson, Emily <Atkinson.Emily@epa.gov>
Sent: Wednesday, November 30, 2022 12:50 PM
To: Harney, Alethea <Harney.Alethea@epa.gov>; Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Cc: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: Dar Williams EPA Event 12/5

Ok – is the Congressman coming on his own or accompanied by any staff?

From: Harney, Alethea <Harney.Alethea@epa.gov>
Sent: Wednesday, November 30, 2022 12:48 PM
To: Atkinson, Emily <Atkinson.Emily@epa.gov>; Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Cc: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: Dar Williams EPA Event 12/5

From Dar's manager:

Her boyfriend will be with her Ex. 6 Personal Privacy (PP) Dorothy Williams passport and her license says Dorothy S Williams. Also likely Congressman Jamie Raskin so please add him.

From: Atkinson, Emily <Atkinson.Emily@epa.gov>
Sent: Wednesday, November 30, 2022 10:57 AM
To: Drinkard, Andrea <Drinkard.Andrea@epa.gov>; Harney, Alethea <Harney.Alethea@epa.gov>
Cc: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: Dar Williams EPA Event 12/5

And could we confirm her government issued ID name is Dorothy Snowden Williams?

From: Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Sent: Wednesday, November 30, 2022 10:48 AM
To: Harney, Alethea <Harney.Alethea@epa.gov>
Cc: Grantham, Nancy <Grantham.Nancy@epa.gov>; Atkinson, Emily <Atkinson.Emily@epa.gov>
Subject: RE: Dar Williams EPA Event 12/5

Dar is arriving by herself, right? I feel like they mentioned her boyfriend maybe coming with her? Do we need to ask to confirm? Emily will do the security memo today.

From: Harney, Alethea <Harney.Alethea@epa.gov>
Sent: Tuesday, November 29, 2022 11:28 AM
To: Patty Romanoff <patty@bulletproofartists.com>
Cc: Drinkard, Andrea <Drinkard.Andrea@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: Dar Williams EPA Event 12/5

Thanks, Patty! Just confirming this is the best number for you: Ex. 6 Personal Privacy (PP)

From: Patty Romanoff <patty@bulletproofartists.com>
Sent: Tuesday, November 29, 2022 11:27 AM
To: Harney, Alethea <Harney.Alethea@epa.gov>
Cc: Drinkard, Andrea <Drinkard.Andrea@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: Re: Dar Williams EPA Event 12/5

On Nov 29, 2022, at 11:13 AM, Harney, Alethea <Harney.Alethea@epa.gov> wrote:

1. Will she be performing standing up and/or does she have a chair preference arm chair or raised directors chair - She will most likely sit, though she normally she stands. Please have a chair with NO arms for her. Also, if you can have a guitar stand available.
2. Who should our lead tech person connect with on sound questions? Call me about tech questions

2. Can you please send us the video of the song you would like us to show off the top? We want to make sure we're using the right version and one that doesn't have ads, etc. Will have this sent over. Most likely via WeTransfer

Appointment

From: Ryan, Jini [Ryan.Jini@epa.gov]
Sent: 11/30/2022 7:58:09 PM
To: Atkinson, Emily [Atkinson.Emily@epa.gov]; Gibson, Neshawne [Gibson.Neshawne@epa.gov]; Drinkard, Andrea [Drinkard.Andrea@epa.gov]
Subject: Accepted: Hybrid Meeting: Review Dar Williams Event Run of Show
Location: Microsoft Teams Meeting; DCRoomWJCN3406A/DeputyAdministrator
Start: 12/1/2022 1:00:00 PM
End: 12/1/2022 1:30:00 PM
Show Time As: Busy

Message

From: Patty Romanoff [patty@bulletproofartists.com]
Sent: 11/30/2022 8:39:35 PM
To: Ryan, Jini [Ryan.Jini@epa.gov]
CC: Harney, Alethea [Harney.Alethea@epa.gov]; Grantham, Nancy [Grantham.Nancy@epa.gov]; Drinkard, Andrea [Drinkard.Andrea@epa.gov]
Subject: Paperwork
Attachments: EPA_Content_License_Agreement-12052022 Dar Williams Event.pdf



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

WASHINGTON, D.C. 20460

VIDEO/AUDIO/PHOTO LICENSE AGREEMENT

This license agreement dated 11/30/2022, is between the **U.S. Environmental Protection Agency**,
(Date)

referred to as the "Licensee" and, Dar Williams

(Name of Company/Organization)

referred to as the "Licensor." This will confirm that the Licensor has granted Licensee the right to use

music video, live musical performances

(Photos, Videos, Audio Clips, etc.)

(the "Material") solely in connection with Licensee's

Event and on demand video

(Project Types: Video, Podcast, Photo, Infographics, etc.)

entitled Employee Recognition Event with Dar Williams

(Name of Project)

and the production, distribution, promotion, broadcast at public meetings/conferences and online posting thereof. EPA will not offer, distribute or make available any of the Material provided by the Licensor or portions of the completed EPA public service announcement containing the Material in any form, except through the EPA website and social media channels.

Licensor agrees to license the Material for use in all media now known or hereafter devised in perpetuity throughout the universe. Licensee may not provide Licensor with an on screen courtesy/credit for the Material used in the public service announcement; the courtesy/credit will be listed in the description field of the EPA YouTube entry.

Licensor warrants and represents that it is the sole owner of the Material and that it has the legal right to enter into and fully perform this agreement and grant the rights contained herein. Licensor shall indemnify, defend and hold Licensee harmless from and against any and all suits, claims, liabilities, demands, costs, expenses, or damages arising out of Licensee's Use of the Material as provided herein or arising out of the breach of warranty or agreement made by Licensor herein.

This License contains the full understanding and agreement of the parties with respect to the subject matter hereof.

AGREED AND ACCEPTED BY:

LICENSEE

Signature: SIGN HERE

Printed name: Nancy Grantham

Title: Principal Deputy Associate Administrator

Office of: Administrator

U.S. Environmental Protection Agency

LICENSOR

Signature: SIGN HERE

Printed name: Patricia Romanoff

Title: Personal Manager

Organization: Dar Williams Project

OM 2021

ED_014088_00000108-00001

Message

From: McCabe, Janet [McCabe.Janet@epa.gov]
Sent: 12/1/2022 12:28:08 AM
To: Grantham, Nancy [Grantham.Nancy@epa.gov]; Drinkard, Andrea [Drinkard.Andrea@epa.gov]
CC: Harney, Alethea [Harney.Alethea@epa.gov]
Subject: RE: More than 30 RSVPs so far and some fellow Dar Williams fans!

Yay!

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Wednesday, November 30, 2022 7:18 PM
To: Drinkard, Andrea <Drinkard.Andrea@epa.gov>; McCabe, Janet <McCabe.Janet@epa.gov>
Cc: Harney, Alethea <Harney.Alethea@epa.gov>
Subject: RE: More than 30 RSVPs so far and some fellow Dar Williams fans!

All good

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Sent: Wednesday, November 30, 2022 7:13 PM
To: McCabe, Janet <McCabe.Janet@epa.gov>
Cc: Harney, Alethea <Harney.Alethea@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: More than 30 RSVPs so far and some fellow Dar Williams fans!

Andrea Drinkard (she/her)
Senior Advisor to the Deputy Administrator
U.S. Environmental Protection Agency
202.236.7765

Appointment

From: Grantham, Nancy [Grantham.Nancy@epa.gov]
Sent: 12/1/2022 12:51:57 PM
To: Ryan, Jini [Ryan.Jini@epa.gov]; Drinkard, Andrea [Drinkard.Andrea@epa.gov]; Harney, Alethea [Harney.Alethea@epa.gov]; Jenkins, Donna [Jenkins.Donna@epa.gov]
Subject: Run Through for Dar Williams Event on 12/5 in Rachel Carson Room
Location: Microsoft Teams Meeting
Start: 12/1/2022 6:00:00 PM
End: 12/1/2022 6:30:00 PM
Show Time As: Tentative

Required Attendees: Ryan, Jini; Drinkard, Andrea; Harney, Alethea; Donna Jenkins

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Ex. 6 Personal Privacy (PP)

Join with a video conferencing device

Ex. 6 Personal Privacy (PP)

Or call in (audio only)

Ex. 6 Personal Privacy (PP)

[Find a local number](#) | [Reset PIN](#)

For all EPA meetings, there is no expectation of privacy regarding any communications. Participation in a recorded meeting will be deemed as consent to be recorded. Information on EPA systems is the property of the Agency and may become official records.

[Learn More](#) | [Meeting options](#)

Message

From: Grantham, Nancy [Grantham.Nancy@epa.gov]
Sent: 11/30/2022 7:22:09 PM
To: Drinkard, Andrea [Drinkard.Andrea@epa.gov]; Galloway, Barbara [galloway.barbara@epa.gov]; McFarland, Tisha [McFarland.Tisha@epa.gov]; Harney, Alethea [Harney.Alethea@epa.gov]; Michalos, Maria [Michalos.Maria@epa.gov]
Subject: needs final review and union heads up thanks ng
Attachments: RE: please use this version for a final preview -- also, jini .. please check that we have the teams links correctly thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

Message

From: Labbe, Ken [Labbe.Ken@epa.gov]
Sent: 11/30/2022 5:06:27 PM
To: Grantham, Nancy [Grantham.Nancy@epa.gov]; AO OPA Internal Communications [AO_OPA_Internal_Communications@epa.gov]
CC: Ryan, Jini [Ryan.Jini@epa.gov]
Subject: RE: please use this version for a final preview -- also, jini .. please check that we have the teams links correctly thanks ng
Attachments: All Staff Recognition Event

Edits implemented. New version attached for review.

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Wednesday, November 30, 2022 12:00 PM
To: AO OPA Internal Communications <AO_OPA_Internal_Communications@epa.gov>
Cc: Ryan, Jini <Ryan.Jini@epa.gov>
Subject: please use this version for a final preview -- also, jini .. please check that we have the teams links correctly thanks ng

See below – with edits thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Sent: Wednesday, November 30, 2022 11:51 AM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: please take a look and provide any edits and we can get this out thanks ng

See updates in yellow below.

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Wednesday, November 30, 2022 11:44 AM
To: Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Subject: please take a look and provide any edits and we can get this out thanks ng

Dear Colleagues,

2022 has been a great year for EPA—from implementing the Bipartisan Infrastructure Law, to the passage of the Inflation Reduction Act, to our efforts to return to the office after two long years of the COVID-19 pandemic, to the many things—big and small—we each do every day to protect human health and the environment.

I know this time of year is busy for many of you with the holidays upon us and end of year deadlines looming, but it is also the time of year when we can pause for a moment and look back on all of the amazing work we've done. For me, this year has been about meeting as many of you as possible—listening to your voices and hearing your ideas. I have enjoyed every single one of our conversations and they remind me that the people—that all of you—are what make EPA great. Your passion for delivering on our mission comes through loud and clear.

With that in mind, I would like to invite you to spend a few minutes on Monday, December 5th at 12:00pm EST with me and Region 3 Administrator Adam Ortiz to reflect on all that we have accomplished over the past year and celebrate together.

I am excited to share that Adam and I will be joined by Dar Williams, an American folk singer and songwriter who has woven her creativity, talent, and connection to the Earth into songs that call on each of us to notice what is important about the world we share and to act to protect our planet. She will be sharing a few songs with us, and we will talk about her writing process and her interest and connection to environmental protection. I will also answer some of your questions—if you have one, please submit it in advance.

For this event, we will be welcoming employees to the Rachel Carson Room. So that we can get a sense of who will be joining us in person, we are encouraging you to RSVP in advance, but an RSVP is not required to attend the event

If you will be joining remotely, we look forward to seeing you on Teams:

[Click here to join the meeting.](#)


Meeting ID: **Ex. 6 Personal Privacy (PP)**

Passcode: **Ex. 6 Personal Privacy (PP)**

Or call in (audio only)

Ex. 6 Personal Privacy (PP)

Thank you for all that you do for this agency and for the American public. I am looking forward to celebrating all of YOU and taking a few minutes out of our busy days to remember why we are proud to call EPA our home.



Accessibility Information: EPA will provide Communication Access Real-time Translation (CART captioning), ASL (American Sign Language) interpreters, and CLTs (Cued Language Translators). For ASL and CLT, please "pin" the camera feed in the Teams meeting for the service provider(s) you require. For CART services, please click on the "CC" button. If you need technical assistance on the day of the event, please contact your local IT helpdesk. Separately, if you require a disability accommodation, please contact Reasonable accommodations at disabilityaccommodations@epa.gov.

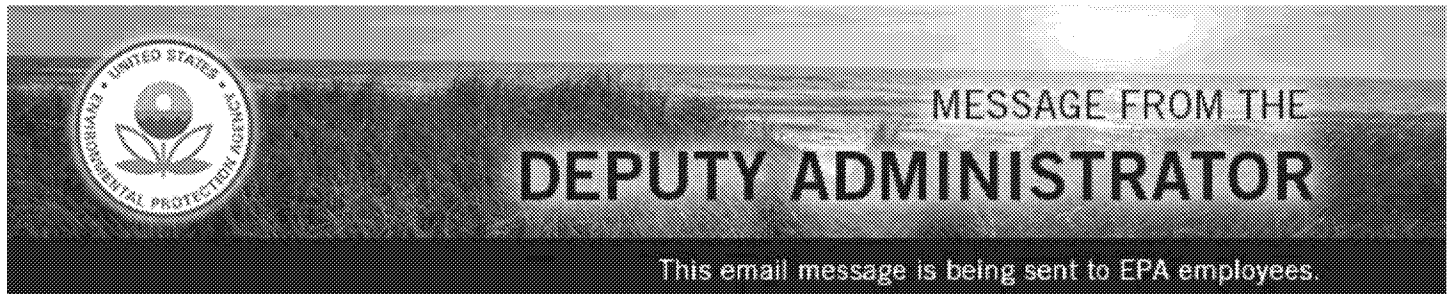
Please note, the Teams meeting has a 1,000 participant limit for full access to the platform (including the chat, reactions and all the camera feeds). Anyone joining the event after that will be placed in "view only" mode and will only be able to watch the active speaker and will not have access to the rest of the meeting platform. We will be recording the event and will make it available as soon as possible.

Please log-off the VPN before you join the meeting.

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

Message

From: Message from the Deputy Administrator [messagefromthedeputyadministrator@epa.gov]
To: Message from the Deputy Administrator [messagefromthedeputyadministrator@epa.gov]
Subject: All Staff Recognition Event



Dear Colleagues,

2022 has been a great year for EPA-from implementing the Bipartisan Infrastructure Law, to the passage of the Inflation Reduction Act, to our efforts to return to the office after two long years of the COVID-19 pandemic, to the many things-big and small-we each do every day to protect human health and the environment.

I know this time of year is busy for many of you with the holidays upon us and end of year deadlines looming, but it is also the time of year when we can pause for a moment and look back on all of the amazing work we've done. For me, this year has been about meeting as many of you as possible-listening to your voices and hearing your ideas. I have enjoyed every single one of our conversations and they remind me that the people-that all of you-are what make EPA great. Your passion for delivering on our mission comes through loud and clear.

With that in mind, I would like to invite you to spend a few minutes on Monday, December 5th at 12:00pm EST with me and Region 3 Administrator Adam Ortiz to reflect on all that we have accomplished over the past year and celebrate together.

I am excited to share that Adam and I will be joined by Dar Williams, an American folk singer and songwriter who has woven her creativity, talent, and connection to the Earth into songs that call on each of us to notice what is important about the world we share and to act to protect our planet. She will be sharing a few songs with us, and we will talk about her writing process and her interest and connection to environmental protection. I will also answer some of your questions-if you have one, [submit it in advance](#).

For this event, we will be welcoming employees to the Rachel Carson Room. So that we can get a sense of who will be joining us in person, we are encouraging you to [RSVP](#) in advance, but an RSVP is not required to attend the event

If you will be joining remotely, we look forward to seeing you on Teams:

[Click here to join the meeting.](#)

Meeting ID: **Ex. 6 Personal Privacy (PP)**

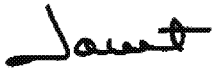
Passcode: **Ex. 6 Personal Privacy (PP)**

Or call in (audio only)

Ex. 6 Personal Privacy (PP)

Phone Conference ID: Ex. 6 Personal Privacy (PP)

Thank you for all that you do for this agency and for the American public. I am looking forward to celebrating all of YOU and taking a few minutes out of our busy days to remember why we are proud to call EPA our home.



Accessibility Information: EPA will provide Communication Access Real-time Translation (CART captioning), ASL (American Sign Language) interpreters, and CLTs (Cued Language Translators). For ASL and CLT, please "pin" the camera feed in the Teams meeting for the service provider(s) you require. For CART services, please click on the "CC" button. If you need technical assistance on the day of the event, please contact your local IT helpdesk. Separately, if you require a disability accommodation, please contact Reasonable accommodations at disabilityaccommodations@epa.gov.

Please note, the Teams meeting has a 1,000 participant limit for full access to the platform (including the chat, reactions and all the camera feeds). Anyone joining the event after that will be placed in "view only" mode and will only be able to watch the active speaker and will not have access to the rest of the meeting platform. We will be recording the event and will make it available as soon as possible.

Please log-off the VPN before you join the meeting.

Message

From: Message from the Deputy Administrator [messagefromthedeputyadministrator@epa.gov]
Sent: 11/30/2022 9:47:12 PM
To: Message from the Deputy Administrator [messagefromthedeputyadministrator@epa.gov]
Subject: You're Invited to Deputy Administrator McCabe's End of Year All Staff Celebration



Dear Colleagues,

2022 has been a great year for EPA—from implementing the Bipartisan Infrastructure Law, to the passage of the Inflation Reduction Act, to our efforts to return to the office after two long years of the COVID-19 pandemic, to the many things—big and small—we each do every day to protect human health and the environment.

I know this time of year is busy for many of you with the holidays upon us and end of year deadlines looming, but it is also the time of year when we can pause for a moment and look back on all of the amazing work we've done. For me, this year has been about meeting as many of you as possible—listening to your voices and hearing your ideas. I have enjoyed every single one of our conversations and they remind me that the people—that all of you—are what make EPA great. Your passion for delivering on our mission comes through loud and clear.

With that in mind, I would like to invite you to spend a few minutes on Monday, December 5th at 12:00pm EST with me and Region 3 Administrator Adam Ortiz to reflect on all that we have accomplished over the past year and celebrate together.

I am excited to share that Adam and I will be joined by Dar Williams, an American folk singer and songwriter who has woven her creativity, talent, and connection to the Earth into songs that call on each of us to notice what is important about the world we share and to act to protect our planet. She will be sharing a few songs with us, and we will talk about her writing process and her interest and connection to environmental protection. I will also answer some of your questions—if you have one, [submit it in advance](#).

For this event, we will be welcoming employees to the Rachel Carson Room. So that we can get a sense of who will be joining us in person, we are encouraging you to [RSVP](#) in advance, but an RSVP is not required to attend the event.

If you will be joining remotely, we look forward to seeing you on Teams:

Click here to [join the meeting](#).

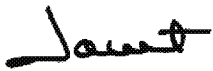
Meeting ID: Ex. 6 Personal Privacy (PP)

Passcode:

Or call in (audio only)

Ex. 6 Personal Privacy (PP)

Thank you for all that you do for this agency and for the American public. I am looking forward to celebrating all of YOU and taking a few minutes out of our busy days to remember why we are proud to call EPA our home.



Accessibility Information: EPA will provide Communication Access Real-time Translation (CART captioning), ASL (American Sign Language) interpreters, and CLTs (Cued Language Translators). For ASL and CLT, please "pin" the camera feed in the Teams meeting for the service provider(s) you require. For CART services, please click on the "CC" button. If you need technical assistance on the day of the event, please contact your local IT helpdesk. Separately, if you require a disability accommodation, please contact Reasonable accommodations at disabilityaccommodations@epa.gov.

Please note, the Teams meeting has a 1,000 participant limit for full access to the platform (including the chat, reactions and all the camera feeds). Anyone joining the event after that will be placed in "view only" mode and will only be able to watch the active speaker and will not have access to the rest of the meeting platform. We will be recording the event and will make it available as soon as possible.

Please log-off the VPN before you join the meeting.

Message

From: Grantham, Nancy [Grantham.Nancy@epa.gov]
Sent: 12/1/2022 1:05:16 PM
To: McCabe, Janet [McCabe.Janet@epa.gov]; Harney, Alethea [Harney.Alethea@epa.gov]; Drinkard, Andrea [Drinkard.Andrea@epa.gov]; Jenkins, Donna [Jenkins.Donna@epa.gov]
Subject: RE: More than 30 RSVPs so far and some fellow Dar Williams fans!

Thanks .. I think donna has glass items that would work thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: McCabe, Janet <McCabe.Janet@epa.gov>
Sent: Thursday, December 1, 2022 7:57 AM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Harney, Alethea <Harney.Alethea@epa.gov>; Drinkard, Andrea <Drinkard.Andrea@epa.gov>; Jenkins, Donna <Jenkins.Donna@epa.gov>
Subject: RE: More than 30 RSVPs so far and some fellow Dar Williams fans!

Let's make sure it isn't plastic!

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Thursday, December 1, 2022 7:57 AM
To: McCabe, Janet <McCabe.Janet@epa.gov>; Harney, Alethea <Harney.Alethea@epa.gov>; Drinkard, Andrea <Drinkard.Andrea@epa.gov>; Jenkins, Donna <Jenkins.Donna@epa.gov>
Subject: RE: More than 30 RSVPs so far and some fellow Dar Williams fans!

Thanks .. Donna Jenkins and I just spoke and she has items (options) – so we should be okay on that end thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: McCabe, Janet <McCabe.Janet@epa.gov>
Sent: Thursday, December 1, 2022 7:48 AM
To: Harney, Alethea <Harney.Alethea@epa.gov>; Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Cc: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: More than 30 RSVPs so far and some fellow Dar Williams fans!

That would be nice. I vote for swag.

From: Harney, Alethea <Harney.Alethea@epa.gov>
Sent: Thursday, December 1, 2022 7:36 AM
To: Drinkard, Andrea <Drinkard.Andrea@epa.gov>; McCabe, Janet <McCabe.Janet@epa.gov>
Cc: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: More than 30 RSVPs so far and some fellow Dar Williams fans!

Hi Team, we had discussed presenting Dar with a small token of appreciation since we can't compensate her for her time – perhaps we present her with a certificate of appreciation or some sort of EPA schwag?

From: Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Sent: Wednesday, November 30, 2022 7:13 PM
To: McCabe, Janet <McCabe.Janet@epa.gov>
Cc: Harney, Alethea <Harney.Alethea@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: More than 30 RSVPs so far and some fellow Dar Williams fans!

Andrea Drinkard (she/her)
Senior Advisor to the Deputy Administrator
U.S. Environmental Protection Agency
202.236.7765

Message

From: Ryan, Jini [Ryan.Jini@epa.gov]
Sent: 11/30/2022 8:32:25 PM
To: Harney, Alethea [Harney.Alethea@epa.gov]; Patty Romanoff [patty@bulletproofartists.com]
CC: Grantham, Nancy [Grantham.Nancy@epa.gov]; Drinkard, Andrea [Drinkard.Andrea@epa.gov]
Subject: RE: Tech Questions
Attachments: EPA_Content_License_Agreement-12052022 Dar Williams Event.pdf

Patty,

As we discussed, here's the content license agreement granting EPA permission to use the music video and the live performance during our broadcast and in our produced event video that will be uploaded to YouTube. We'll need this signed form before the event on Dec 5th.

Also, by any chance do you have the lyrics readily available for the songs that will be performed? It would be helpful to have them for our captioner and American Sign Language interpreters. Thanks.

Ms. Jini Ryan
Director
Office of Multimedia (OM)
U.S. Environmental Protection Agency

202-564-0175 (Office)
703-589-6035 (Cell)
ryan.jini@epa.gov (Email)

Address:
1200 Pennsylvania Ave., NW
WJC-North, Room 6330H, MC 1703A
Washington, DC 20460

Office of Multimedia intranet site
<https://work.epa.gov/multimedia>

From: Harney, Alethea <Harney.Alethea@epa.gov>
Sent: Wednesday, November 30, 2022 2:44 PM
To: Ryan, Jini <Ryan.Jini@epa.gov>; Patty Romanoff <patty@bulletproofartists.com>
Cc: Grantham, Nancy <Grantham.Nancy@epa.gov>; Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Subject: RE: Tech Questions

Awesome. Thanks, Jini!

Ms. Jini Ryan
Director

Office of Multimedia (OM)
U.S. Environmental Protection Agency

202-564-0175 (Office)
703-589-6035 (Cell)
ryan.jini@epa.gov (Email)

Address:
1200 Pennsylvania Ave., NW
WJC-North, Room 6330H, MC 1703A
Washington, DC 20460

Office of Multimedia intranet site
<https://work.epa.gov/multimedia>

From: Harney, Alethea <Harney.Alethea@epa.gov>
Sent: Wednesday, November 30, 2022 2:29 PM
To: Patty Romanoff <patty@bulletproofartists.com>
Cc: Ryan, Jini <Ryan.Jini@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Subject: Tech Questions

Hi Patty!

Apologies for the multiple emails this afternoon.

I wanted to put you in touch with the EPA's fabulous Office of Multimedia Director , Jini Ryan!

I believe Jini has some follow-up questions for you, so I will let her take it from here.

Thanks,
Alethea

Alethea Harney
Senior Advisor to the Administrator
U.S. Environmental Protection Agency
202- 734-8437 (office)
617-953-7950 (mobile)



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

WASHINGTON, D.C. 20460

VIDEO/AUDIO/PHOTO LICENSE AGREEMENT

This license agreement dated 11/30/2022, is between the **U.S. Environmental Protection Agency**,
(Date)
referred to as the "Licensee" and, Dar Williams
(Name of Company/Organization)

referred to as the "Licensor." This will confirm that the Licensor has granted Licensee the right to use
music video, live musical performances (the "Material") solely in connection with Licensee's
(Photos, Videos, Audio Clips, etc.)

Event and on-demand video entitled Employee Recognition Event with Dar Williams
(Project Types: Video, Podcast, Photo, Infographics, etc.) (Name of Project)

and the production, distribution, promotion, broadcast at public meetings/conferences and online posting thereof. EPA will not offer, distribute or make available any of the Material provided by the Licensor or portions of the completed EPA public service announcement containing the Material in any form, except through the EPA website and social media channels.

Licensor agrees to license the Material for use in all media now known or hereafter devised in perpetuity throughout the universe. Licensee may not provide Licensor with an on screen courtesy/credit for the Material used in the public service announcement; the courtesy/credit will be listed in the description field of the EPA YouTube entry.

Licensor warrants and represents that it is the sole owner of the Material and that it has the legal right to enter into and fully perform this agreement and grant the rights contained herein. Licensor shall indemnify, defend and hold Licensee harmless from and against any and all suits, claims, liabilities, demands, costs, expenses, or damages arising out of Licensee's Use of the Material as provided herein or arising out of the breach of warranty or agreement made by Licensor herein.

This License contains the full understanding and agreement of the parties with respect to the subject matter hereof.

AGREED AND ACCEPTED BY:

LICENSEE

Signature: NANCY GRANTHAM Digitally signed by NANCY GRANTHAM
Date: 2022.11.30 15:30:00 -05'00'

Printed name: Nancy Grantham

Title: Principal Deputy Associate Administrator

Office of: Administrator
U.S. Environmental Protection Agency

LICENSOR

Signature: _____

Printed name: _____

Title: _____

Organization: _____

Message

From: Message from the Deputy Administrator [messagefromthedeputyadministrator@epa.gov]
Sent: 11/30/2022 10:14:20 PM
To: Message from the Deputy Administrator [messagefromthedeputyadministrator@epa.gov]
Subject: You're Invited to Deputy Administrator McCabe's End of Year All Staff Celebration

(NOTE: The email links to contact the staffrsvp@epa.gov mailbox have been updated to open directly when clicked.)



Dear Colleagues,

2022 has been a great year for EPA—from implementing the Bipartisan Infrastructure Law, to the passage of the Inflation Reduction Act, to our efforts to return to the office after two long years of the COVID-19 pandemic, to the many things—big and small—we each do every day to protect human health and the environment.

I know this time of year is busy for many of you with the holidays upon us and end of year deadlines looming, but it is also the time of year when we can pause for a moment and look back on all of the amazing work we've done. For me, this year has been about meeting as many of you as possible—listening to your voices and hearing your ideas. I have enjoyed every single one of our conversations and they remind me that the people—that all of you—are what make EPA great. Your passion for delivering on our mission comes through loud and clear.

With that in mind, I would like to invite you to spend a few minutes on Monday, December 5th at 12:00pm EST with me and Region 3 Administrator Adam Ortiz to reflect on all that we have accomplished over the past year and celebrate together.

I am excited to share that Adam and I will be joined by Dar Williams, an American folk singer and songwriter who has woven her creativity, talent, and connection to the Earth into songs that call on each of us to notice what is important about the world we share and to act to protect our planet. She will be sharing a few songs with us, and we will talk about her writing process and her interest and connection to environmental protection. I will also answer some of your questions—if you have one, [submit it in advance](#).

For this event, we will be welcoming employees to the Rachel Carson Room. So that we can get a sense of who will be joining us in person, we are encouraging you to [RSVP](#) in advance, but an RSVP is not required to attend the event.

If you will be joining remotely, we look forward to seeing you on Teams:

[Click here to join the meeting.](#)

Meeting ID: 280 475 540 389

Passcode: zbYSPu

Or call in (audio only)

[+1 202-991-0477,,406115422#](#)

Phone Conference ID: 406 115 422#

Thank you for all that you do for this agency and for the American public. I am looking forward to celebrating all of YOU and taking a few minutes out of our busy days to remember why we are proud to call EPA our home.



Accessibility Information: EPA will provide Communication Access Real-time Translation (CART captioning), ASL (American Sign Language) interpreters, and CLTs (Cued Language Translators). For ASL and CLT, please "pin" the camera feed in the Teams meeting for the service provider(s) you require. For CART services, please click on the "CC" button. If you need technical assistance on the day of the event, please contact your local IT helpdesk. Separately, if you require a disability accommodation, please contact Reasonable accommodations at disabilityaccommodations@epa.gov.

Please note, the Teams meeting has a 1,000 participant limit for full access to the platform (including the chat, reactions and all the camera feeds). Anyone joining the event after that will be placed in "view only" mode and will only be able to watch the active speaker and will not have access to the rest of the meeting platform. We will be recording the event and will make it available as soon as possible.

Please log-off the VPN before you join the meeting.

Message

From: Kellie Lin Knott [kellie@bulletproofartists.com]
Sent: 12/1/2022 2:13:49 PM
To: Harney, Alethea [Harney.Alethea@epa.gov]
CC: Drinkard, Andrea [Drinkard.Andrea@epa.gov]; Grantham, Nancy [Grantham.Nancy@epa.gov]
Subject: Re: Today & Every Day (Dar Williams Video)

My pleasure! Thank you!

On Tue, Nov 29, 2022 at 5:53 PM Harney, Alethea <Harney.Alethea@epa.gov> wrote:
Thanks so much, Kellie!

On Nov 29, 2022, at 3:41 PM, Kellie Lin Knott <kellie@bulletproofartists.com> wrote:

Hello!

Patty Romanoff asked me to send you this video via WeTransfer for Dar Williams.

Thank you!

Dar Williams Video Download: <https://we.tl/t-WbiO9Yw3Wf>

Best,
Kellie

--

Kellie Lin Knott
Digital Communications
Bulletproof Artist Management
Heather Maloney, Crys Matthews
The Nields, Susan Werner, Dar Williams
808-631-9534 cell
www.bulletproofartists.com

--

Kellie Lin Knott
Digital Communications
Bulletproof Artist Management
Heather Maloney, Crys Matthews
The Nields, Susan Werner, Dar Williams
808-631-9534 cell
www.bulletproofartists.com

Message

From: Harney, Alethea [Harney.Alethea@epa.gov]
Sent: 12/2/2022 1:04:09 PM
To: Drinkard, Andrea [Drinkard.Andrea@epa.gov]
Subject: Re: Hybrid Meeting: Review Dar Williams Event Run of Show

This looks awesome, Andrea! How many RSVPs do we have?

Sent from my iPhone

On Dec 1, 2022, at 5:40 PM, Drinkard, Andrea <Drinkard.Andrea@epa.gov> wrote:

Here is the rough cut at a detailed run of show. Adam, please feel free to tweak, edit, completely scrap what I put on paper for you. I don't know your style, so defer to you and your team. We can tweak this as we go and I will print out cards for each of you on Monday morning.

Thanks all!

From: Drinkard, Andrea
Sent: Wednesday, November 30, 2022 2:56 PM
To: McCabe, Janet <McCabe.Janet@epa.gov>; Benjamin, Traci <Benjamin.Traci@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Ortiz, Adam <Ortiz.Adam@epa.gov>; Ruiz, Maryanne <ruiz.maryanne@epa.gov>; Harney, Alethea <Harney.Alethea@epa.gov>; Ryan, Jini <Ryan.Jini@epa.gov>
Cc: Atkinson, Emily <Atkinson.Emily@epa.gov>
Subject: RE: Hybrid Meeting: Review Dar Williams Event Run of Show

Hi all—

I'm attaching the current run of show for Monday's event. I'm working on a more detailed run of show and hope to be able to share an early draft of that later this evening. Regardless of my progress, we'll go through the run of show, the movements, transitions, and anything else we need to discuss.

Thanks so much!

-----Original Appointment-----

From: Atkinson, Emily **On Behalf Of** McCabe, Janet
Sent: Monday, November 28, 2022 2:14 PM
To: McCabe, Janet; Benjamin, Traci; Drinkard, Andrea; Grantham, Nancy; Ortiz, Adam; Ruiz, Maryanne; Harney, Alethea
Subject: Hybrid Meeting: Review Dar Williams Event Run of Show
When: Thursday, December 1, 2022 8:00 AM-8:30 AM (UTC-05:00) Eastern Time (US & Canada).
Where: Microsoft Teams Meeting; DCRoomWJCN3406A/DeputyAdministrator

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Ex. 6 Personal Privacy (PP)

[Download Teams](#) | [Join on the web](#)

Join with a video conferencing device

Ex. 6 Personal Privacy (PP)

Or call in (audio only)

Ex. 6 Personal Privacy (PP)

[Find a local number](#) | [Reset PIN](#)

For all EPA meetings, there is no expectation of privacy regarding any communications. Participation in a recorded meeting will be deemed as consent to be recorded. Information on EPA systems is the property of the Agency and may become official records.

[Learn More](#) | [Meeting options](#)

<Dar Williams Detail ROS_v1.docx>

Message

From: Grantham, Nancy [Grantham.Nancy@epa.gov]
Sent: 12/4/2022 8:21:31 PM
To: Drinkard, Andrea [Drinkard.Andrea@epa.gov]; Harney, Alethea [Harney.Alethea@epa.gov]; Atkinson, Emily [Atkinson.Emily@epa.gov]
Subject: FW: Parking/arrival for dar williams

Please let me know if this is all set -- happy to jump in and work with oms on this thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

-----Original Message-----

From: Harney, Alethea <Harney.Alethea@epa.gov>
Sent: Sunday, December 4, 2022 3:15 PM
To: Patty Romanoff <patty@bulletproofartists.com>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Subject: Re: Parking/arrival

Hi Patty! Copying my colleagues who can assist with further parking details. Thanks!

Sent from my iPhone

> On Dec 4, 2022, at 3:11 PM, Patty Romanoff <patty@bulletproofartists.com> wrote:
>
> I thought there was something already said to me about this, but I'm unable to locate it. I'm looking to find out where Dar should park and enter the EPA when she gets there.
>
> Thanks!
>
> Patty Romanoff
> Bulletproof Artist Management

Message

From: Ryan, Jini [Ryan.Jini@epa.gov]
Sent: 12/1/2022 7:57:19 PM
To: McCabe, Janet [McCabe.Janet@epa.gov]; Drinkard, Andrea [Drinkard.Andrea@epa.gov]
CC: Taylor, Brian [Taylor.Brian@epa.gov]
Subject: RE: Water video loop for Dar Williams event

Ok great!

We'll have this playing in the room on the VTC monitor while people are coming in. Thanks.

Ms. Jini Ryan
Director
Office of Multimedia (OM)
U.S. Environmental Protection Agency

202-564-0175 (Office)
703-589-6035 (Cell)
ryan.jini@epa.gov (Email)

Address:
1200 Pennsylvania Ave., NW
WJC-North, Room 6330H, MC 1703A
Washington, DC 20460

Office of Multimedia intranet site
<https://work.epa.gov/multimedia>

From: McCabe, Janet <McCabe.Janet@epa.gov>
Sent: Thursday, December 1, 2022 2:55 PM
To: Ryan, Jini <Ryan.Jini@epa.gov>; Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Cc: Taylor, Brian <Taylor.Brian@epa.gov>
Subject: RE: Water video loop for Dar Williams event

This is exactly what I had in mind. Thank you!

From: Ryan, Jini <Ryan.Jini@epa.gov>
Sent: Thursday, December 1, 2022 2:52 PM
To: McCabe, Janet <McCabe.Janet@epa.gov>; Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Cc: Taylor, Brian <Taylor.Brian@epa.gov>
Subject: Water video loop for Dar Williams event

Janet and Andrea,

Brian worked on the water video loop you requested this morning. Just wanted to make sure this is what you had envisioned: <https://youtu.be/MtTK0AsJBcA>

Thanks.

Jini

Ms. Jini Ryan

Director

Office of Multimedia (OM)

U.S. Environmental Protection Agency

202-564-0175 (Office)

703-589-6035 (Cell)

ryan.jini@epa.gov (Email)

Address:

1200 Pennsylvania Ave., NW

WJC-North, Room 6330H, MC 1703A

Washington, DC 20460

Office of Multimedia intranet site

<https://work.epa.gov/multimedia>

Appointment

From: Grantham, Nancy [Grantham.Nancy@epa.gov]
Sent: 11/4/2022 6:18:02 PM
To: Fugh, Justina [Fugh.Justina@epa.gov]; Drinkard, Andrea [Drinkard.Andrea@epa.gov]; Harney, Alethea [Harney.Alethea@epa.gov]
Subject: Meeting with Justina Fugh re: planned All EPA event in December (moving to 2:45 today as Alethea and I now have conflict at 2 pm) thanks ng
Location: Microsoft Teams Meeting
Start: 11/9/2022 9:00:00 PM
End: 11/9/2022 9:30:00 PM
Show Time As: Tentative

Required Attendees: Fugh, Justina; Drinkard, Andrea; Harney, Alethea

Hi Justina – We are working on a program for early December that would have Dar Williams, a folk singer who is also involved in the climate change issue. We would like to meet with you to discuss any ethics issues regarding the plans for this event. Thanks ng

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Ex. 6 Personal Privacy (PP)

[Download Teams](#) | [Join on the web](#)

Join with a video conferencing device

Ex. 6 Personal Privacy (PP)

Or call in (audio only)

Ex. 6 Personal Privacy (PP)

For all EPA meetings, there is no expectation of privacy regarding any communications. Participation in a recorded meeting will be deemed as consent to be recorded. Information on EPA systems is the property of the Agency and may become official records.

[Learn More](#) | [Meeting options](#)

.....

Message

From: McCabe, Janet [McCabe.Janet@epa.gov]
Sent: 12/3/2022 12:49:10 AM
To: Patrick, Kimberly [Patrick.Kimberly@epa.gov]; Wooden-Aguilar, Helena [Wooden-Aguilar.Helena@epa.gov]
CC: Drinkard, Andrea [Drinkard.Andrea@epa.gov]; Monger, Jon [Monger.Jon@epa.gov]; Schreyer, Andrew (he/him/his) [Schreyer.Andrew@epa.gov]
Subject: FW: FOR REVIEW: Q&As from Staff for Monday
Attachments: Staff Recognition Event Submitted Questions.docx

Hi Helena and Kimberly---

I know Kimberly is off several days next week, so not assuming she'll be reading notes over the weekend....

Attached are the questions we received in response to my offering to take a few at the Monday All Staff appreciation meeting. In this note are the questions Andrea is recommending I answer during the event, which I think are fine. But, you know me by now, I don't want to ignore the ones I'm not going to answer at the meeting. Here's the response I sent to Andrea:

On Dec 2, 2022, at 7:08 PM, McCabe, Janet <McCabe.Janet@epa.gov> wrote:

"Thanks, Andrea. I like the idea of having one question go to Dar, if she's up for it. I'm happy to answer it too, from my perspective, and Adam could too from his vantage point."

Ex. 5 Deliberative Process (DP)

Janet

From: Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Sent: Friday, December 2, 2022 6:53 PM
To: Ortiz, Adam <Ortiz.Adam@epa.gov>; McCabe, Janet <McCabe.Janet@epa.gov>
Cc: Grantham, Nancy <Grantham.Nancy@epa.gov>; Harney, Alethea <Harney.Alethea@epa.gov>; Monger, Jon <Monger.Jon@epa.gov>
Subject: FOR REVIEW: Q&As from Staff for Monday

Hi team Dar!

Ex. 5 Deliberative Process (DP)

Question 1: This question was originally posed to Dar, but I think both Janet and Dar can answer it. How do you stay positive in the creative process and bring that forward into a finished song [or into the work that you do at EPA]?

Question 2: The Inflation Reduction Act and the Bipartisan Infrastructure Act are truly a once-in-a-generation opportunity to make an impact on our environment, on our climate, and on every single community across the United States. It's also having an impact on the agency, our day-to-day work, and our workloads. How is leadership taking these additional responsibilities into account in long-range planning and managing employee workloads?

Question 3: The COVID-19 pandemic introduced a hybrid work environment, and now it looks like it's going to stay. What are you doing to make sure we all stay connected?

Question 4: I think we have time for one more question. What keeps you up at night and what makes you excited to come into the office every day? (you should mention succession planning for what keeps you up at night and you should say that the people and the mission are what keeps you excited)

Andrea Drinkard (she/her)
Senior Advisor to the Deputy Administrator
U.S. Environmental Protection Agency
202.236.7765

Marie

AFGE Council 238 offers the following questions on behalf of its 7,500 bargaining unit employees:

1. The Agency has reported to the press that there is an EPA Staff Retention Plan, please direct employees where to find this plan and provide a copy to the EPA unions.
2. Janet McCabe mentioned workload issue concerns in her Mass Mailer regarding the EVS results. Is there an EPA Staffing Plan or other plan to address these concerns?
3. Is EPA using or intending to use OPM's USA Staffing software ([[HYPERLINK "https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.opm.gov%2Fservices-for-agencies%2Ftechnology-systems%2Fusa-staffing%2F&data=05%7C01%7Cstaffrsvp%40epa.gov%7C2c9b9ef4ebf44847b1f208dad4914c03%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C638056017760142871%7CUnknown%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IkhWwiLCJXVCi6Mn0%3D%7C3000%7C%7C&sdata=3UvZwkK7YKbUWEdEIJL4T7wKCV%2B2UIzHAgBqLdVA%2Bn0%3D&reserved=0"](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.opm.gov%2Fservices-for-agencies%2Ftechnology-systems%2Fusa-staffing%2F&data=05%7C01%7Cstaffrsvp%40epa.gov%7C2c9b9ef4ebf44847b1f208dad4914c03%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C638056017760142871%7CUnknown%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IkhWwiLCJXVCi6Mn0%3D%7C3000%7C%7C&sdata=3UvZwkK7YKbUWEdEIJL4T7wKCV%2B2UIzHAgBqLdVA%2Bn0%3D&reserved=0)]) or any other type of staffing plan to guide hiring and promotions?
4. If EPA has a staffing plan, please direct employees where to find this plan and provide a copy to the EPA unions.

Ex. 6 Personal Privacy (PP)

Question for Dar Williams: Will we be seeing you at a Clearwater Great Hudson River Revival Festival anytime soon at Croton Point Park?!

Ex. 6 Personal Privacy (PP) (Adapted for question 3)

1. When will this hybrid environment end? We are going to be living a world of diseases and viruses for a long time. There are vaccines and other precautions available. Luckily I will be retiring within the next few years because I could not conceive of a career at EPA where I spend most of my time at home and not interacting with colleagues. My career blossomed because of those interactions. I am afraid that the unions are running the show here and EPA management is afraid to take a stand.
2. The most devastating HR issue right now is the pause on team leads. This is going to absolutely kill motivation for our staff who are ready and able to advance but now cannot. I have incredibly able GS-13 in my division and three open team leads spots for which I can not backfill. This greatly effects the efficiency of managing the work when branches are as large of 17 – 20 people and it will soon crush moral.

Ex. 6 Personal Privacy (PP) Adapted for question 1

My question for Dar Williams: How do you stay positive in the creative process and bring that forward into a finished song?

Ex. 6 Personal Privacy (PP)

(Region 4)

- Is there an opportunity or avenue for an employee to submit comments and/or concerns above the division director level that is universal across regions/offices? I know several employees with major concerns about their divisions or organizations that do not speak up for fear of reprisal.

Ex. 6 Personal Privacy (PP)

Thank you for opening the floor for questions. I am the

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP) and I'm 100% certain that staff would like to know what the Agency's plans are to address 1) unreasonable workloads and; 2) facilitate the transfer of knowledge. This inquiry is based on input that I received from staff during 4 different listening sessions that I hosted in November.

Unreasonable workloads* are a serious issue for my office and I would like to have a better understanding of:

- 1) What the Agency's plan is to fix the workload issue
 - a. Specifically, what is step 1?
 - b. When will step 1 be implemented, or has step 1 already been implemented?
 - c. Who is informing this plan?
 - d. And what is the URL for where this plan, to fix unreasonable workloads, can be found?

* Staff have been coming to me every couple of weeks to report stress/anxiety-related medical issues, due to workload. Some of these staff are National Experts in their field and the only employee that knows how to do their job. Please do something, SOON, EPA is going to lose even more of these people. Is help on the way? If so, when?

The 2nd major concern raised to me is the lack of succession planning. Some staff in my office have spent their entire adult life working to protect our planet and the plan is to transfer their knowledge to zero people when they retire. This lack of workforce/succession planning is a major internal control risk and an operational failure in my view. EPA's mission is entirely too important to fall short in this area.

I would like to have a better understanding of:

- 2) What is EPA's plan to address transfer of knowledge as our aging workforce approaches retirement?

- a. Specifically, what is step 1?
- b. When will step 1 be implemented, or has step 1 already been implemented?
- c. Who is informing this plan?
- d. And what is the website address for where this plan, succession plan, can be found?

Thank you for your time.

Ex. 6 Personal Privacy (PP) (Adapted for question 2)

It has been estimated that burning fossil fuels causes about 90% of all air pollution in the U.S., as well as some water pollution and solid waste. The Inflation Reduction Act, along with the 2021 infrastructure legislation, will significantly reduce the amount of fossil fuel combustion – especially from electric power plants and motor vehicles, and also from other sources. The primary purpose of that legislation is to reduce greenhouse gases, but it will also significantly reduce non-greenhouse gas pollutants from burning fossil fuels. All that is fantastic, but some questions arise: What will be the impact of the significant reductions in non-greenhouse gas pollutants on air quality, water quality, etc., and what will be the resulting impact on EPA's programs and, for that matter, EPA employees' workload? Is it worthwhile giving some thought to doing some long-term planning concerning this legislation's impact on EPA?

Message

From: Grantham, Nancy [Grantham.Nancy@epa.gov]
Sent: 12/4/2022 9:59:56 PM
To: Myers, Kevin [Myers.Kevin@epa.gov]; Stewart, Neil [Stewart.Neil@epa.gov]; Jackson, Yvette [Jackson.Yvette@epa.gov]; [Ex. 6 PP / Ex. 7(C)]
CC: Drinkard, Andrea [Drinkard.Andrea@epa.gov]; Harney, Alethea [Harney.Alethea@epa.gov]; Atkinson, Emily [Atkinson.Emily@epa.gov]
Subject: RE: need for parking tomorrow for Dar Williams

Hi all –

Here is what I just got from Dar's manager – she is scheduled to arrive in the North Courtyard at 11:10 am

[Ex. 6 Personal Privacy (PP)]

[Ex. 6 Personal Privacy (PP)] License Plate: [Ex. 6 Personal Privacy (PP)]

She will be with [Ex. 6 Personal Privacy (PP)]

Thanks much ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Grantham, Nancy
Sent: Sunday, December 4, 2022 4:48 PM
To: Myers, Kevin <Myers.Kevin@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Jackson, Yvette <Jackson.Yvette@epa.gov>; [Ex. 6 Personal Privacy (PP)]
Cc: Drinkard, Andrea <Drinkard.Andrea@epa.gov>; Harney, Alethea <Harney.Alethea@epa.gov>; Atkinson, Emily <Atkinson.Emily@epa.gov>
Subject: need for parking tomorrow for Dar Williams

She is participating in an all epa event hosted by DA McCabe

Apologies if this is a duplicate message – we are getting the license plate, etc info for her vehicle.

She is set to arrive around 11:00 am etc

Thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs

202-564-6879 (desk)

202-253-7056 (cell)

grantham.nancy@epa.gov

Message

From: Ortiz, Adam [Ortiz.Adam@epa.gov]
Sent: 12/5/2022 2:56:54 AM
To: Drinkard, Andrea [Drinkard.Andrea@epa.gov]
CC: McCabe, Janet [McCabe.Janet@epa.gov]; Grantham, Nancy [Grantham.Nancy@epa.gov]; Harney, Alethea [Harney.Alethea@epa.gov]; Monger, Jon [Monger.Jon@epa.gov]; Patrick, Kimberly [Patrick.Kimberly@epa.gov]; Wooden-Aguilar, Helena [Wooden-Aguilar.Helena@epa.gov]; Ruiz, Maryanne [ruiz.maryanne@epa.gov]
Subject: Re: USE THIS VERSION: Q&As from Staff for Monday
Attachments: Cue Cards for Dar Williams_v2.docx

This is great, looking forward and honored to be a part of it. See yall soon. ao

Sent from my iPhone

On Dec 4, 2022, at 8:53 PM, Drinkard, Andrea <Drinkard.Andrea@epa.gov> wrote:

I made a few tweaks, the most important was to have Adam reference the fact that we received more questions than we could answer and we would follow up to those questions via email after the event.

So excited for tomorrow!

From: Drinkard, Andrea
Sent: Sunday, December 4, 2022 3:46 PM
To: McCabe, Janet <McCabe.Janet@epa.gov>; Ortiz, Adam <Ortiz.Adam@epa.gov>
Cc: Grantham, Nancy <Grantham.Nancy@epa.gov>; Harney, Alethea <Harney.Alethea@epa.gov>; Monger, Jon <Monger.Jon@epa.gov>; Patrick, Kimberly <Patrick.Kimberly@epa.gov>; Wooden-Aguilar, Helena <Wooden-Aguilar.Helena@epa.gov>
Subject: RE: FOR REVIEW: Q&As from Staff for Monday

I've broken down the remarks into bullets/cue cards that you can hold during the event. Let me know if these work for you. I can easily edit this evening or tomorrow morning. I will definitely take one more look at them after Noelle's performance tonight regardless of whether you have edits!

Thanks so much!

From: McCabe, Janet <McCabe.Janet@epa.gov>
Sent: Sunday, December 4, 2022 2:40 PM
To: Drinkard, Andrea <Drinkard.Andrea@epa.gov>; Ortiz, Adam <Ortiz.Adam@epa.gov>
Cc: Grantham, Nancy <Grantham.Nancy@epa.gov>; Harney, Alethea <Harney.Alethea@epa.gov>; Monger, Jon <Monger.Jon@epa.gov>; Patrick, Kimberly <Patrick.Kimberly@epa.gov>; Wooden-Aguilar, Helena <Wooden-Aguilar.Helena@epa.gov>
Subject: RE: FOR REVIEW: Q&As from Staff for Monday

This sounds great, Andrea. You are right about needing to keep some focus on this as an employee event, not only a Dar event. And remember that Adam and I will have already asked Dar several questions earlier in the conversation.

From: Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Sent: Sunday, December 4, 2022 11:32 AM

To: Ortiz, Adam <Ortiz.Adam@epa.gov>

Cc: McCabe, Janet <McCabe.Janet@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Harney, Alethea <Harney.Alethea@epa.gov>; Monger, Jon <Monger.Jon@epa.gov>; Patrick, Kimberly <Patrick.Kimberly@epa.gov>; Wooden-Aguilar, Helena <Wooden-Aguilar.Helena@epa.gov>

Subject: RE: FOR REVIEW: Q&As from Staff for Monday

Ex. 5 Deliberative Process (DP)

Question 1: This question was originally posed to Dar, but I think both Janet and Dar can answer it. How do you stay positive in the creative process and bring that forward into a finished song [or into the work that you do at EPA]? What is your personal experience finding balance and hope?

Question 2: One issue many of us struggle with is burnout from too much work and the enormity of the challenges before us, including climate change, implementing the Bipartisan Infrastructure Law, the Inflation Reduction Act, etc. How are you thinking about managing employee workloads and burn out? Can you talk about how music can help? What other wellness approaches have you seen around the agency?

Question 3: The COVID-19 pandemic introduced a hybrid work environment, and now it looks like it's going to stay. What are you doing to make sure we all stay connected? What do you worry about the most? What keeps you excited and focused on our mission and the work we have ahead of us?

Question 4: I think we have time for one more question. What records would you want with you on a desert island? What musicians would you like to have with you to jam with on a desert island?

I think these will allow you to hit on some of the questions that you received, but not have to go into detail. We can then have OMS draft responses to the specific questions that we received, but weren't able to get to.

From: Ortiz, Adam <Ortiz.Adam@epa.gov>

Sent: Friday, December 2, 2022 10:27 PM

To: Drinkard, Andrea <Drinkard.Andrea@epa.gov>

Cc: McCabe, Janet <McCabe.Janet@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Harney, Alethea <Harney.Alethea@epa.gov>; Monger, Jon <Monger.Jon@epa.gov>

Subject: Re: FOR REVIEW: Q&As from Staff for Monday

Ex. 5 Deliberative Process (DP)

Additional questions if it is not too late. Sorry if they are duplicative with Janet's convo talking points with Dar:

How do you think art and music can make a difference in public affairs today?

At the birth of the EPA in 1970 there was amazing, socially conscious music that had been in the mainstream for years. Do you think there was a relationship between art like that and the creation of an institution like ours at that time?

Many seem to think that musicians today are not as focused on social issues like before. Do you agree?

One issue many of us struggle with is burnout from too much work and the enormity of the challenges before us. Can you talk about how music can help?

What is your personal experience finding balance and hope?

What records would you want with you on a desert island? What musicians would you like to have with you to jam with on a desert island?

Sent from my iPhone

On Dec 2, 2022, at 7:39 PM, Drinkard, Andrea <Drinkard.Andrea@epa.gov> wrote:

If you want to send before you all take off, I'd gladly take you up on it. I'm on my phone now until 8:30 or so, but I can send it when I get home if you're already boarding.

On Dec 2, 2022, at 7:08 PM, McCabe, Janet <McCabe.Janet@epa.gov> wrote:

Thanks, Andrea. I like the idea of having one question go to Dar, if she's up for it. I'm happy to answer it too, from my perspective, and Adam could too from his vantage point.

Ex. 5 Deliberative Process (DP)

Janet

From: Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Sent: Friday, December 2, 2022 6:53 PM
To: Ortiz, Adam <Ortiz.Adam@epa.gov>; McCabe, Janet <McCabe.Janet@epa.gov>
Cc: Grantham, Nancy <Grantham.Nancy@epa.gov>; Harney, Alethea <Harney.Alethea@epa.gov>; Monger, Jon <Monger.Jon@epa.gov>
Subject: FOR REVIEW: Q&As from Staff for Monday

Hi team Dar!

Ex. 5 Deliberative Process (DP)

Question 1: This question was originally posed to Dar, but I think both Janet and Dar can answer it. How do you stay positive in the creative process and bring that forward into a finished song [or into the work that you do at EPA]?

Question 2: The Inflation Reduction Act and the Bipartisan Infrastructure Act are truly a once-in-a-generation opportunity to make an impact on our environment, on our climate, and on every single community across the United States. It's also having an impact on the agency, our day-to-day work, and our workloads. How is leadership taking these additional responsibilities into account in long-range planning and managing employee workloads?

Question 3: The COVID-19 pandemic introduced a hybrid work environment, and now it looks like it's going to stay. What are you doing to make sure we all stay connected?

Question 4: I think we have time for one more question. What keeps you up at night and what makes you excited to come into the office every day? (you should mention succession planning for what keeps you up at night and you should say that the people and the mission are what keeps you excited)

Andrea Drinkard (she/her)
Senior Advisor to the Deputy Administrator
U.S. Environmental Protection Agency
202.236.7765

Adam Intro – :00-:03

- Thank you so much for joining us today. I am Adam Ortiz, Region 3 Administrator.
- I pleased to welcome you to Deputy Administrator McCabe's first-ever end of year all staff celebration.
- I am thrilled that Janet asked me to help host this event in the **Rachel Carson Room**.
- I'm also excited to be representing **all 10 Regions**.

[PAGE * MERGEFORMAT]

- Our job, this agency are important—we **protect the health and wellbeing of our nation.**
- It's an honor to serve alongside all of you.
- We're here to celebrate all that **we've accomplished** this year and to hear from our **Deputy Administrator Janet McCabe** and our **special guest Dar Williams.**
- I'm delighted to turn the floor over to Janet.

[PAGE * MERGEFORMAT]

Janet Opening Remarks – :03-:14

- Thank you, Adam. And thank you to everyone here in the Rachel Carson Room and on the screen.
- I am so excited to be here to **celebrate** everything that you have accomplished this year.
- No matter what job you have, **you are important**, and you are **making a difference** in the lives of all Americans.
- Without you, we wouldn't have **safe water, clean air, and clean land**.

[PAGE * MERGEFORMAT]

- Let us take this moment to also remember that no matter where we are we are on **Native Lands**—in Washington, D.C. we're on the ancestral homelands of the **Piscataway and Anacostan**.
- We've **accomplished** so much this year:
 - BIL
 - IRA
 - OEJEER
 - Returning to work after the pandemic
 - Clearing FOIA backlogs
 - Planning events for Admin. Regan, RAs, AAs, me
 - Environmentally friendly cleaning products

[PAGE * MERGEFORMAT]

- We're about to enter the **second two years** of this amazing Administration.
- **Continue the work** we came here to do.
- We have so much we need to do, and want to do, and will do together.
- And each of **you will lead the way**...in your own way.

[PAGE * MERGEFORMAT]

- No one understands our mission and our work better than **Rachel Carson**, which is why we named this room after her.
- Rachel Carson was a force to be reckoned with.
- She had **power behind her voice**, power behind the **words** she used to **persuade** people to stand up to protect our planet.
- Just one woman was able to **spark a revolution**, to connect people with the natural world, and to **move people to action**.

- We owe a lot of what we do today to her words.
- But we aren't the only ones who care about our planet.
- **There are many people who care about our planet from walks of life**—expressing themselves from their own perspectives and using their own platforms and talents to fight climate change, to speak out...write a book, organize a school strike, or write/sing songs, each of us can make a difference.

- And that is exactly what our special guest **Dar Williams** is doing.
- It is my honor to welcome Dar Williams to EPA and to our stage right here in the Rachel Carson room.
- **Welcome Dar.**

<<Dar Responds>>

[PAGE * MERGEFORMAT]

- Dar Williams, an upstate **New York native** who picked up the guitar at an early age, is an **accomplished American folk singer and songwriter** who has over the course of her **25+ year career** woven her creativity, talent, and connection to the Earth into songs that **call on each of us to notice what is important about the world we share and to act to protect our planet.**
- Dar uses her voice to **connect with audiences** and move people to action, just **like Rachel Carson did.** Her many works include “Today and Every Day,” “The Beauty of the Rain,” and

“I’ll Meet You Here.” She is also a published author writing books about the song writing process and smalltown America.

- We are so fortunate that she has lent her voice and her talent to a topic that we all feel so passionately about...passionate enough to dedicate our entire careers.
- **When I was in Massachusetts** this past summer on vacation, I heard Dar perform....

- I'm incredibly excited that **Dar Williams is here to share her music with all of you.** She wanted to start with the video for her song "Today and Every Day." I think we will all relate to her when she sings:

I know I'm gonna find a way
I know I'm gonna light the way
'Cause if I'm ever gonna make it then I gotta say
I can save the world today and every day.

<<Play Video>>

Janet/Dar Q&A – :14-:34

Question 1:

- Dar thank you so much for that beautiful song.
- I am so thrilled you agreed to stop by EPA when you were town.
- I'm really looking forward to hearing you talk about this song. I want to start by asking you **what inspired you to write this song about climate change, our planet, and our future?** What kind of reaction do you get when you perform it?

[PAGE * MERGEFORMAT]

Question 2:

- For those of you who may not know, Dar Williams spends a lot of her time writing and talking about writing songs that matter.
- Rachel Carson knew that the words she chose mattered.
- Can you tell us a little bit about your **song writing process** and how we might **adapt some of those tips and tricks** so that we can better connect with people?

Question 3:

- Most people have a **strong personal connection to water.**
- Burning rivers started the environmental movement and families return year after year to the same beach, lake, or river.
- The head of our water office, Radhika Fox, who is here with us today, always asks people what their favorite water body is.
- Mine is Cape Cod. Dar, **what is your favorite water body?**
<<Dar responds and then sings “HUDSON”>>

[PAGE * MERGEFORMAT]

Question 4:

- I think we have time for one more question.
- I heard you tell a story about **reaching out to an EPA office with questions about renewable energy.**
- Can you **tell that story** for our employees and what advice you have for how we can better serve members of the public who are looking for information about **climate change and other environmental topics?**

Janet Wraps up Q&A -- :34-37

- **Thank you so much for letting us peek into your songwriting process** and how you have become an advocate and voice for our planet. I certainly enjoyed our conversation.
- Before we wrap up and take a few questions for our team, I was hoping you'd be able to sing **"Mercy of the Fallen"** for everyone.

<<Dar sings **"MERCY OF THE FALLEN"**>>

[PAGE * MERGEFORMAT]

Adam Transition to Staff Q&A -- :37-49

- Thank you so much Dar!
- Add something about Dar's performance and her music....
- As we've been listening to Janet and Dar today, we wanted to know what's been on your mind. So, we asked you all to submit questions for Janet to answer.
- We have time for a few of the questions that we received. For those that we don't get to, we will be following up via email.

[PAGE * MERGEFORMAT]

Adam – Staff Questions

Question 1: Both Janet and Dar can answer it. How do you stay positive in the creative process and bring that forward into a finished song [or into the work? What is your experience finding balance and hope?

[PAGE * MERGEFORMAT]

Question 2: One issue many of us struggle with is burnout from too much work and the enormity of the challenges before us, including climate change, BIL, IRA, etc. How are you thinking about managing employee workloads and burn out? Can you talk about how music can help? What other wellness approaches have you seen around the agency?

Question 3: The COVID-19 pandemic introduced a hybrid work environment, and now it looks like it's going to stay. What are you doing to make sure we all stay connected? What do you worry about the most? What keeps you excited and focused on our mission and the work we have ahead of us?

[PAGE * MERGEFORMAT]

Question 4: I think we have time for one more question. What records would you want with you on a desert island? What musicians would you like to have with you to jam with on a desert island?

Adam thanks everyone for joining and wraps the event – :49-:50

[PAGE * MERGEFORMAT]

Message

From: Hall, Darrell [Hall.Darrell@epa.gov]
Sent: 12/5/2022 12:00:49 PM
To: Ex. 6 PP / Ex. 7(C)
CC: Drinkard, Andrea [Drinkard.Andrea@epa.gov]; Harney, Alethea [Harney.Alethea@epa.gov]; Atkinson, Emily [Atkinson.Emily@epa.gov]; Grantham, Nancy [Grantham.Nancy@epa.gov]; Stewart, Neil [Stewart.Neil@epa.gov]; Jackson, Yvette [Jackson.Yvette@epa.gov]
Subject: RE: **CORRECTION** Parking Access Request - Williams - North Booth & Noth Lobby - SPOT 11 - Monday, December 5, 2022 @ 1100

Correction received

From: Ex. 6 PP / Ex. 7(C)
Sent: Monday, December 5, 2022 6:53 AM
To: Ex. 6 PP / Ex. 7(C)
Cc: Drinkard, Andrea <Drinkard.Andrea@epa.gov>; Harney, Alethea <Harney.Alethea@epa.gov> Ex. 6 PP / Ex. 7(C); Ex. 6 PP / Ex. 7(C); Atkinson, Emily <Atkinson.Emily@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; Jackson, Yvette <Jackson.Yvette@epa.gov>
Subject: **CORRECTION** Parking Access Request - Williams - North Booth & Noth Lobby - SPOT 11 - Monday, December 5, 2022 @ 1100

Maj Glover

Be advised and notify the North Booth & North Lobby of the approved Parking/Access Request for Monday, December 5, 2022 @ 1100.

- Visitor(s) will present a valid government issued ID, sign-in, pass screening, and be escorted.

Visitor is authorized to park in the North Courtyard in SPOT 11. Visitor will then be escorted to North Lobby for screening.

Dar Williams

Ex. 6 PP / Ex. 7(C)

POC is Nancy Grantham, 202-253-7056

v/r

Marc D. Kinder

HQ Security Specialist
OMS/OA/FMSD OMS/Facilities Management and Services Division
Environmental Protection Agency
(O) 202-564-2060
(C) 202-809-7249
Kinder.Marc@epa.gov

Message

From: Jenkins, Donna [Jenkins.Donna@epa.gov]
Sent: 12/5/2022 2:14:21 PM
To: Grantham, Nancy [Grantham.Nancy@epa.gov]; Drinkard, Andrea [Drinkard.Andrea@epa.gov]; Ryan, Jini [Ryan.Jini@epa.gov]
Subject: RE: Hi Jini .. there was a question about a step and repeat behind the stage for dar williams -- checking on that .. thanks ng

On it

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Monday, December 5, 2022 9:08 AM
To: Drinkard, Andrea <Drinkard.Andrea@epa.gov>; Ryan, Jini <Ryan.Jini@epa.gov>
Cc: Jenkins, Donna <Jenkins.Donna@epa.gov>
Subject: RE: Hi Jini .. there was a question about a step and repeat behind the stage for dar williams -- checking on that .. thanks ng

Looping donna

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Sent: Monday, December 5, 2022 7:26 AM
To: Ryan, Jini <Ryan.Jini@epa.gov>
Cc: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: Re: Hi Jini .. there was a question about a step and repeat behind the stage for dar williams -- checking on that .. thanks ng

I agree that the curtain will look better since we're going the long way.

Also do you Donna could get us a pitcher with water and some glasses?

On Dec 5, 2022, at 7:17 AM, Ryan, Jini <Ryan.Jini@epa.gov> wrote:

It's not going to look good the way the room is currently set up. I'd advise against it.

If you still want it, please let me know. We have to dig it up out of storage.

Thanks.

Ms. Jini Ryan
Director
Office of Multimedia (OM)
U.S. Environmental Protection Agency

202-564-0175 (Office)
703-589-6035 (Cell)
ryan.jini@epa.gov (Email)

Address:
1200 Pennsylvania Ave., NW
WJC-North, Room 6330H, MC 1703A
Washington, DC 20460

Office of Multimedia intranet site
<https://work.epa.gov/multimedia>

From: Grantham, Nancy <Grantham.Nancy@epa.gov>

Sent: Saturday, December 3, 2022 5:46 PM

To: Ryan, Jini <Ryan.Jini@epa.gov>

Cc: Drinkard, Andrea <Drinkard.Andrea@epa.gov>

Subject: Hi Jini .. there was a question about a step and repeat behind the stage for dar williams --
checking on that .. thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

Message

From: Ryan, Jini [Ryan.Jini@epa.gov]
Sent: 12/6/2022 4:31:56 PM
To: Drinkard, Andrea [Drinkard.Andrea@epa.gov]
Subject: RE: your team

Sure.

Brian Taylor
Tony Singleton
Chip Filiault
Herb White
Ryan Rodgers
Chloe Malouf
Eric Vance
Londa Scott-Forte

Thanks.

Ms. Jini Ryan
Director
Office of Multimedia (OM)
U.S. Environmental Protection Agency

202-564-0175 (Office)
703-589-6035 (Cell)
ryan.jini@epa.gov (Email)

Address:
1200 Pennsylvania Ave., NW
WJC-North, Room 6330H, MC 1703A
Washington, DC 20460

Office of Multimedia intranet site
<https://work.epa.gov/multimedia>

From: Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Sent: Tuesday, December 6, 2022 11:31 AM
To: Ryan, Jini <Ryan.Jini@epa.gov>
Subject: your team

Can I get a list from you? Janet wants to send a thank you for Dar Williams. I think I know everyone who was involved, but I figured it'd be safest if I asked for the list from you so I don't accidentally leave anyone off.

Andrea Drinkard (she/her)
Senior Advisor to the Deputy Administrator

U.S. Environmental Protection Agency
202.236.7765

Message

From: Grantham, Nancy [Grantham.Nancy@epa.gov]
Sent: 11/14/2022 7:16:56 PM
To: Harney, Alethea [Harney.Alethea@epa.gov]
CC: Drinkard, Andrea [Drinkard.Andrea@epa.gov]
Subject: RE: Dar Williams

All good

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Harney, Alethea <Harney.Alethea@epa.gov>
Sent: Monday, November 14, 2022 2:16 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Cc: Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Subject: Re: Dar Williams

Thanks, NG! I connected with Andrea and sounds like meeting later this week would be good once Andrea has some time to think through the run of show. Thanks again!

On Nov 14, 2022, at 1:37 PM, Grantham, Nancy <Grantham.Nancy@epa.gov> wrote:

That works .. just let me know and I will set up a teams call thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Sent: Monday, November 14, 2022 1:18 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Harney, Alethea <Harney.Alethea@epa.gov>
Subject: RE: Dar Williams

I can do 4:30 or 4:45 if that would work. I'm sorry I'm crashing on the SES meeting now....

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Monday, November 14, 2022 12:59 PM
To: Harney, Alethea <Harney.Alethea@epa.gov>; Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Subject: RE: Dar Williams

We should talk .. is 4 today too late for a call? Thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Harney, Alethea <Harney.Alethea@epa.gov>
Sent: Monday, November 14, 2022 12:16 PM
To: Drinkard, Andrea <Drinkard.Andrea@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: Dar Williams

Hi Ladies!

Wanted to check in re: Dar Williams event for 12/5! Nancy, did we get the all clear from Ethics? Sorry I missed the call last week!

The other outstanding item that we promised her manager in advance of the event is a list of potential questions/run of show. What's the latest and greatest?

Thanks,
Alethea

Alethea Harney
Senior Advisor to the Administrator
U.S. Environmental Protection Agency
202- 734-8437 (office)
617-953-7950 (mobile)

Message

From: McCabe, Janet [McCabe.Janet@epa.gov]
Sent: 12/7/2022 2:34:00 AM
To: Vance, Eric [Vance.Eric@epa.gov]; Ortiz, Adam [Ortiz.Adam@epa.gov]
CC: Drinkard, Andrea [Drinkard.Andrea@epa.gov]
Subject: RE: Thank YOU!!

Great!

From: Vance, Eric <Vance.Eric@epa.gov>
Sent: Tuesday, December 6, 2022 7:18 PM
To: McCabe, Janet <McCabe.Janet@epa.gov>; Ortiz, Adam <Ortiz.Adam@epa.gov>
Subject: Re: Thank YOU!!

Thanks Janet. My pics are posted to OM's intranet site, link below my signature.
Adam, wish I had a chance to say hi.
Cheers,
e

Eric Vance
Chief Photographer, USEPA
Office of the Administrator
WJC-North, Room 6330K
1200 Pennsylvania Ave, NW
Washington, DC 20640

202.564.2655 office
202.689.9393 mobile

Bookmark this link to Office of Multimedia photo galleries, all photos are available here:
<https://work.epa.gov/multimedia>
Accessible from within EPA's network

--

From: McCabe, Janet <McCabe.Janet@epa.gov>
Date: Tuesday, December 6, 2022 at 6:11 PM
To: Drinkard, Andrea <Drinkard.Andrea@epa.gov>, Taylor, Brian <Taylor.Brian@epa.gov>, Singleton, Anthony <singleton.anthony@epa.gov>, Filiault, Roland <Filiault.Roland@epa.gov>, White, Herbert <White.Herbert@epa.gov>, Rodgers, Ryan <Rodgers.Ryan@epa.gov>, Malouf, Chloe <Malouf.Chloe@epa.gov>, Vance, Eric <Vance.Eric@epa.gov>, Scott-Forte, Londa <Scott-Forte.Londa@epa.gov>, Grantham, Nancy <Grantham.Nancy@epa.gov>, Harney, Alethea <Harney.Alethea@epa.gov>, Ortiz, Adam <Ortiz.Adam@epa.gov>
Cc: Atkinson, Emily <Atkinson.Emily@epa.gov>, Monger, Jon <Monger.Jon@epa.gov>
Subject: Thank YOU!!

Dear Team Dar—

What a fantastic event yesterday with Dar Williams! I've been hearing raves over email and from people I pass in the hall. I know this was a bit out of the ordinary, and a lot to coordinate, but you all made the magic happen—a great gift to our employees. And I understand we have a recording that we can post for employees who couldn't make it or, like me, want to relive it over and over. 😊

if you have a moment, check out Dar's Facebook page—she posted about her visit, and the comments are great, including from current and former EPA staff. It's very gratifying.

It is a continuing pleasure and honor to work with each one of you. I feel lucky every single day, but yesterday was really special. Please do forward this note if I've left anyone off by accident.

Janet

Appointment

From: Grantham, Nancy [Grantham.Nancy@epa.gov]
Sent: 11/14/2022 7:22:53 PM
To: Drinkard, Andrea [Drinkard.Andrea@epa.gov]; Harney, Alethea [Harney.Alethea@epa.gov]
Subject: Connect on Dar Williams event
Location: Microsoft Teams Meeting

Start: 11/18/2022 9:00:00 PM
End: 11/18/2022 9:30:00 PM
Show Time As: Tentative

Required Attendees: Andrea Drinkard; Harney, Alethea

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Ex. 6 Personal Privacy (PP)

[Download Teams](#) | [Join on the web](#)

Join with a video conferencing device

Ex. 6 Personal Privacy (PP)

Or call in (audio only)

Ex. 6 Personal Privacy (PP)

[Find a local number](#) | [Reset PIN](#)

For all EPA meetings, there is no expectation of privacy regarding any communications. Participation in a recorded meeting will be deemed as consent to be recorded. Information on EPA systems is the property of the Agency and may become official records.

[Learn More](#) | [Meeting options](#)

Message

From: McCabe, Janet [McCabe.Janet@epa.gov]
Sent: 11/21/2022 8:01:17 PM
To: Drinkard, Andrea [Drinkard.Andrea@epa.gov]
CC: Monger, Jon [Monger.Jon@epa.gov]
Subject: 2022-12-05 Dar Williams All Staff Recognition Event Memo_v1.docx
Attachments: 2022-12-05 Dar Williams All Staff Recognition Event Memo_v1.docx

Andrea—here are some thoughts on the questions.

I'm fine with the idea of an emcee, haven't really thought about who it might be. I'll think about it.

The two songs I would love for her to sing would be "We can Change the World Today and Every Day"

(<https://www.youtube.com/watch?v=4-0tPKPbypkand>) and "Mercy of the Fallen"

Oh my fair North Star

I have held to you dearly

I had asked you to steer me

To one cloud scattered night

I got lost and in my travels

I met Leo the Lion

Met and a king and met a giant

With their errant might

There's the wind and the rain

And the mercy of the fallen

Who say they have no claim to know what's right

There's the weak and the strong

And the beds that have no answer

And that's where I may rest my head tonight

I saw all the bright people

In imposing flocks they landed

And they got what they demanded

And they scratched at the ground

Then they flew and the field

Grew as sweetly for the flightless

Who had longing yet despite this

They could hear every sound

There's the wind and the rain

And the mercy of the fallen

Who say they have no claim to know what's right

And if your sister or your brother

Were stumbling on their last mile

In a self-inflicted exile

You'd wish for them a humble friend

And I hope someday

That the best of Falstaff's planners

Give me seven half-built manors

Where half-dreams may dream without end

There's the wind and the rain
And the mercy of the fallen
Who say hey it's not my place to know what's right
There's the weak and the strong
And the many stars that guide us
We have some of them inside us

Source: [Musixmatch](#)

Songwriters: Dar Williams

Message

From: McCabe, Janet [McCabe.Janet@epa.gov]
Sent: 11/22/2022 4:22:45 AM
To: Drinkard, Andrea [Drinkard.Andrea@epa.gov]
CC: Monger, Jon [Monger.Jon@epa.gov]
Subject: RE: 2022-12-05 Dar Williams All Staff Recognition Event Memo_v1.docx

Maybe Adam? He played in a band.

From: Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Sent: Monday, November 21, 2022 4:55 PM
To: McCabe, Janet <McCabe.Janet@epa.gov>
Cc: Monger, Jon <Monger.Jon@epa.gov>
Subject: RE: 2022-12-05 Dar Williams All Staff Recognition Event Memo_v1.docx

These work. Thank you!

From: McCabe, Janet <McCabe.Janet@epa.gov>
Sent: Monday, November 21, 2022 3:01 PM
To: Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Cc: Monger, Jon <Monger.Jon@epa.gov>
Subject: 2022-12-05 Dar Williams All Staff Recognition Event Memo_v1.docx

Andrea—here are some thoughts on the questions.

I'm fine with the idea of an emcee, haven't really thought about who it might be. I'll think about it.

The two songs I would love for her to sing would be "We can Change the World Today and Every Day"

(<https://www.youtube.com/watch?v=4-0tPKPbypkand>) and "Mercy of the Fallen"

Oh my fair North Star

I have held to you dearly

I had asked you to steer me

To one cloud scattered night

I got lost and in my travels

I met Leo the Lion

Met and a king and met a giant

With their errant might

There's the wind and the rain

And the mercy of the fallen

Who say they have no claim to know what's right

There's the weak and the strong

And the beds that have no answer

And that's where I may rest my head tonight

I saw all the bright people

In imposing flocks they landed

And they got what they demanded

And they scratched at the ground

Then they flew and the field

Grew as sweetly for the flightless

Who had longing yet despite this
They could hear every sound
There's the wind and the rain
And the mercy of the fallen
Who say they have no claim to know what's right
And if your sister or your brother
Were stumbling on their last mile
In a self-inflicted exile
You'd wish for them a humble friend
And I hope someday
That the best of Falstaff's planners
Give me seven half-built manors
Where half-dreams may dream without end
There's the wind and the rain
And the mercy of the fallen
Who say hey it's not my place to know what's right
There's the weak and the strong
And the many stars that guide us
We have some of them inside us

Source: [Musixmatch](#)

Songwriters: Dar Williams

Message

From: Harney, Alethea [Harney.Alethea@epa.gov]
Sent: 11/22/2022 5:42:11 PM
To: Drinkard, Andrea [Drinkard.Andrea@epa.gov]
CC: Grantham, Nancy [Grantham.Nancy@epa.gov]
Subject: RE: Dar Williams 12/5 Event with EPA DA Janet McCabe

Sounds great. Thanks, Andrea!

From: Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Sent: Tuesday, November 22, 2022 11:16 AM
To: Harney, Alethea <Harney.Alethea@epa.gov>
Cc: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: Dar Williams 12/5 Event with EPA DA Janet McCabe

Perfect. I'll go ahead and share the mass mailer with Justina today and with Janet in her book this evening as well as the updated memo with the hope that we could get both to Dar's manager tomorrow. Does that work?

From: Harney, Alethea <Harney.Alethea@epa.gov>
Sent: Tuesday, November 22, 2022 11:14 AM
To: Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Cc: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: Dar Williams 12/5 Event with EPA DA Janet McCabe

This looks great, Andrea! On the 8:30 I mentioned to Janet the water song and she checked it out and thinks it's a good plan to have the video for the first one and then have Dar sing the second songs (including the water song). Thanks!

From: Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Sent: Tuesday, November 22, 2022 10:42 AM
To: Harney, Alethea <Harney.Alethea@epa.gov>
Cc: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: Dar Williams 12/5 Event with EPA DA Janet McCabe

What do you guys think of the draft invite? I will share this with Justina for ethics clearance (on how we're couching the event) and we should share it with Dar's manager once Janet has signed off. Adam has agreed to emcee. I have updated the run of show with the new song recommendations. I actually wouldn't mind adding a third song and having her sing it after the question about water. It kind of fits nicely.
As far as the set, I'm thinking arm chairs—talk show host style.

What do you all think?

From: Harney, Alethea <Harney.Alethea@epa.gov>
Sent: Tuesday, November 22, 2022 8:32 AM
To: Patty Romanoff <patty@bulletproofartists.com>
Cc: Drinkard, Andrea <Drinkard.Andrea@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: Dar Williams 12/5 Event with EPA DA Janet McCabe

Thanks for the helpful feedback, Patty! We'll update the run of show based on your suggestions and send back to you.
How much time will Dar need to do a sound check?

From: Patty Romanoff <patty@bulletproofartists.com>
Sent: Tuesday, November 22, 2022 7:55 AM
To: Harney, Alethea <Harney.Alethea@epa.gov>
Cc: Drinkard, Andrea <Drinkard.Andrea@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: Re: Dar Williams 12/5 Event with EPA DA Janet McCabe

Hi everyone

Couple of things.

- 1) I really want to show the video of "today and everyday" and not have her perform it live. The video to me really translates the meaning of the song quickly. Can we do that at 12:07 instead.
- 2) if you are going to have Dar perform live music it would be best if she arrived earlier to do a sound check. You dont want tech issues with the guitar and mics during a live zoom event. I can have my agency's tech person on hand (via zoom from Minneapolis) to assist if needed with that.
- 3) If you would like 2 live songs maybe we could add "The Hudson" <https://youtu.be/68lBpdKjjjQ> which fits your question about water

The rest sound great.

Thanks!

Patty

On Nov 21, 2022, at 5:31 PM, Harney, Alethea <Harney.Alethea@epa.gov> wrote:

Hi Patty!

Hope you are well. Pasted below is a suggested sequence of events as well as draft questions for the discussion between Ms. Williams and Deputy Administrator McCabe on Monday, December 5th. We're eager to hear your thoughts and feedback and are very much looking forward to this exciting event.

Thanks so much,
Alethea

SEQUENCE OF EVENTS

- 11:15AM Dar Williams arrives at EPA HQ
- 11:30AM Deputy Administrator Janet McCabe greet Dar Williams in her office to discuss EPA's climate and environmental work
- 11:55PM DA McCabe and Dar Williams move to the Rachel Carson Room
- 12:00PM Event begins with welcome remarks from emcee
- 12:03PM DA McCabe delivers opening remarks
- 12:07PM Dar Williams performs first song (suggested song: "We Can Change the World Today and Every Day")
- 12:10PM DA McCabe welcomes Dar Williams and begins discussion (fireside chat)
- 12:25PM Dar Williams performs second song (suggested song: "Mercy of the Fallen")
- 12:27PM Emcee transitions to employee questions and reads questions from the

audience for Deputy Administrator McCabe
12:40PM DA McCabe delivers closing remarks and thank Dar Williams for joining 12:45PM Emcee
thanks everyone for joining, event concludes

SUGGESTED QUESTIONS

- Thank you so much for singing (Suggested song: “We Can Change the World Today and Every Day”. What a beautiful song. Can you tell me what inspired you to write it? And what kind of reaction do you get when you perform it?
- You talk a lot about writing a song that matters. Rachel Carson knew that the words she chose mattered. Can you tell us a little bit about your song writing process and how we might adapt some of those tips and tricks so that we can better connect with people?
- What is it about climate change that has piqued your interest? As an artist, how do you think about reaching people with your message? What impact do you hope to have?
- People have a strong personal connection to water. Burning rivers started the environmental movement more than a half century ago and families return year after year to same beach, lake, or river—mine included. So that’s why the head of our water office always asks people what their favorite water body is. Mine is Cape Cod, a place where my family and I have gone every single summer of my life. So, Dar, what is your favorite water body and why?
- I heard you tell a story about reaching out to an EPA office with questions about renewable energy [I think it was EPA, and I think the topic was renewable energy, but those facts could be wrong]. Can you tell that story for our employees and what advice you have for how we can better serve members of the public who are looking for information about climate change and other environmental topics?

Alethea Harney
Senior Advisor to the Administrator
U.S. Environmental Protection Agency
202- 734-8437 (office)
617-953-7950 (mobile)

Message

From: Ruiz, Maryanne [ruiz.maryanne@epa.gov]
Sent: 11/22/2022 8:23:22 PM
To: Drinkard, Andrea [Drinkard.Andrea@epa.gov]
Subject: RE: UPDATED: Dar Williams Run of Show and Invite

Are you planning a pre-brief? If so, when. Thanks.



Maryanne Ruiz
Executive Assistant to RA
US EPA Mid Atlantic Region
Phone 215.814.5123
Mobile 267.896.9647
Email ruiz.maryanne@epa.gov



From: Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Sent: Tuesday, November 22, 2022 3:20 PM
To: McCabe, Janet <McCabe.Janet@epa.gov>
Cc: Harney, Alethea <Harney.Alethea@epa.gov>; Atkinson, Emily <Atkinson.Emily@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Ruiz, Maryanne <ruiz.maryanne@epa.gov>
Subject: UPDATED: Dar Williams Run of Show and Invite

Hi Janet,

I know Alethea chatted with you about the tweaks to the set list for Dar Williams, but I wanted to share with you the updated run of show based on Alethea exchange with Dar's manager. I'm also happy to report that Adam has agreed to be your emcee! We have a few more logistics to nail down, but I think things are really coming together.

I am also sharing a draft mass mailer invitation for your review. I'd like to get this out on Tuesday, November 29th, and I'd like to flip it over to Dar's team tomorrow so that they have time to take a look and clear as well. Please let me know if you have any edits and/or if you need additional information.

Thanks so much!

-Andrea-

Andrea Drinkard (she/her)
Senior Advisor to the Deputy Administrator
U.S. Environmental Protection Agency
202.236.7765

Message

From: Drinkard, Andrea [Drinkard.Andrea@epa.gov]
Sent: 12/6/2022 5:57:06 PM
To: McCabe, Janet [McCabe.Janet@epa.gov]
CC: Atkinson, Emily [Atkinson.Emily@epa.gov]
Subject: Dar Williams Team

Here's the team of folks who helped out with the Dar event. Let me know if you want me to write something up or if you've got it. Either is totally fine with me 😊

Brian Taylor
Tony Singleton
Chip Filiault
Herb White
Ryan Rodgers
Chloe Malouf
Eric Vance
Londa Scott-Forte
Nancy Grantham
Aletha Harney
Adam Ortiz

Message

From: Drinkard, Andrea [Drinkard.Andrea@epa.gov]
Sent: 11/22/2022 8:19:33 PM
To: McCabe, Janet [McCabe.Janet@epa.gov]
CC: Harney, Alethea [Harney.Alethea@epa.gov]; Atkinson, Emily [Atkinson.Emily@epa.gov]; Grantham, Nancy [Grantham.Nancy@epa.gov]; Ruiz, Maryanne [ruiz.maryanne@epa.gov]
Subject: UPDATED: Dar Williams Run of Show and Invite
Attachments: All Staff Recognition Event Mass Mailer Invite_12.5_v2.docx; 2022-12-05 Dar Williams All Staff Recognition Event Memo_v3.docx

Hi Janet,

I know Alethea chatted with you about the tweaks to the set list for Dar Williams, but I wanted to share with you the updated run of show based on Alethea exchange with Dar's manager. I'm also happy to report that Adam has agreed to be your emcee! We have a few more logistics to nail down, but I think things are really coming together.

I am also sharing a draft mass mailer invitation for your review. I'd like to get this out on Tuesday, November 29th, and I'd like to flip it over to Dar's team tomorrow so that they have time to take a look and clear as well. Please let me know if you have any edits and/or if you need additional information.

Thanks so much!

-Andrea-

Andrea Drinkard (she/her)
Senior Advisor to the Deputy Administrator
U.S. Environmental Protection Agency
202.236.7765

Message

From: Grantham, Nancy [Grantham.Nancy@epa.gov]
Sent: 11/23/2022 4:45:43 PM
To: Drinkard, Andrea [Drinkard.Andrea@epa.gov]; Harney, Alethea [Harney.Alethea@epa.gov]; McCabe, Janet [McCabe.Janet@epa.gov]
CC: Atkinson, Emily [Atkinson.Emily@epa.gov]; Ruiz, Maryanne [ruiz.maryanne@epa.gov]
Subject: RE: UPDATED: Dar Williams Run of Show and Invite

All good .. will schedule with jini – will be Thursday as she is back on Weds thanks

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Sent: Wednesday, November 23, 2022 11:38 AM
To: Harney, Alethea <Harney.Alethea@epa.gov>; McCabe, Janet <McCabe.Janet@epa.gov>
Cc: Atkinson, Emily <Atkinson.Emily@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Ruiz, Maryanne <ruiz.maryanne@epa.gov>
Subject: RE: UPDATED: Dar Williams Run of Show and Invite

Here's the updated invite that includes edits from Janet. Alethea, can you share this with Dar's team for their awareness? Nancy, can you drop the appropriate email addresses in. I assume they are the same address. Nancy, can we do a walk through with Jini and her team next week?

From: Harney, Alethea <Harney.Alethea@epa.gov>
Sent: Tuesday, November 22, 2022 6:03 PM
To: Drinkard, Andrea <Drinkard.Andrea@epa.gov>; McCabe, Janet <McCabe.Janet@epa.gov>
Cc: Atkinson, Emily <Atkinson.Emily@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Ruiz, Maryanne <ruiz.maryanne@epa.gov>
Subject: RE: UPDATED: Dar Williams Run of Show and Invite

Thanks, Andrea! I just added in the sound check that her manager requested up top – does the addition below work for you? If so, I will share with their team!

11:15AM Dar Williams arrives at EPA HQ greeted by Andrea Drinkard and heads to Rachel Carson Room to do a sound check

11:30AM YOU greet Dar Williams in your office to discuss EPA's climate and environmental work

11:55PM YOU and Dar Williams move to the Rachel Carson Room

12:00PM Event begins with welcome remarks from Adam Ortiz

12:03PM YOU deliver opening remarks

12:07PM PLAY VIDEO of "Today and Every Day"

12:10PM YOU welcome Dar Williams and begin discussion (fireside chat)

- Dar Williams performs “Hudson” after the water question.

12:30PM Dar Williams performs “Mercy of the Fallen”

12:33PM Adam Ortiz transitions to employee questions and reads questions from the audience for Deputy Administrator McCabe

12:45PM YOU deliver closing remarks and thank Dar Williams for joining 12:50PM Adam Ortiz thanks everyone for joining, event concludes

From: Drinkard, Andrea <Drinkard.Andrea@epa.gov>

Sent: Tuesday, November 22, 2022 3:20 PM

To: McCabe, Janet <McCabe.Janet@epa.gov>

Cc: Harney, Alethea <Harney.Alethea@epa.gov>; Atkinson, Emily <Atkinson.Emily@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Ruiz, Maryanne <ruiz.maryanne@epa.gov>

Subject: UPDATED: Dar Williams Run of Show and Invite

Hi Janet,

I know Alethea chatted with you about the tweaks to the set list for Dar Williams, but I wanted to share with you the updated run of show based on Alethea exchange with Dar’s manager. I’m also happy to report that Adam has agreed to be your emcee! We have a few more logistics to nail down, but I think things are really coming together.

I am also sharing a draft mass mailer invitation for your review. I’d like to get this out on Tuesday, November 29th, and I’d like to flip it over to Dar’s team tomorrow so that they have time to take a look and clear as well. Please let me know if you have any edits and/or if you need additional information.

Thanks so much!

-Andrea-

Andrea Drinkard (she/her)
Senior Advisor to the Deputy Administrator
U.S. Environmental Protection Agency
202.236.7765

Message

From: Drinkard, Andrea [Drinkard.Andrea@epa.gov]
Sent: 11/21/2022 1:57:36 PM
To: McCabe, Janet [McCabe.Janet@epa.gov]
CC: Monger, Jon [Monger.Jon@epa.gov]; Harney, Alethea [Harney.Alethea@epa.gov]; Grantham, Nancy [Grantham.Nancy@epa.gov]
Subject: FOR INPUT: Dar Williams Run of Show and Questions
Attachments: 2022-12-05 Dar Williams All Staff Recognition Event Memo_v1.docx

I forgot to hit sent on this! I'm so sorry everyone! 😞

Hi Janet,

As discussed earlier today, attached is a very draft run of show for the event on December 5th. Let me know if you have any edits, feedback, or suggestions on the format or the questions themselves. One place I'd appreciate your input is on the emcee. Jon is willing to do it, but we wanted to consider having an RA as well so that the event has representation from both headquarters and a region. I'm also open to other ideas!

Dar's manager pinged today, so if we could get the run of show and questions over to her over the weekend I think that would be best.

Thanks so much! This is going to be fun.

-Andrea-

Andrea Drinkard (she/her)

Senior Advisor to the Deputy Administrator

U.S. Environmental Protection Agency

202.236.7765

Message

From: Monger, Jon [Monger.Jon@epa.gov]
Sent: 11/23/2022 5:21:21 PM
To: McCabe, Janet [McCabe.Janet@epa.gov]; Drinkard, Andrea [Drinkard.Andrea@epa.gov]
Subject: RE: Dar Williams

+1 +1

From: McCabe, Janet <McCabe.Janet@epa.gov>
Sent: Wednesday, November 23, 2022 11:33 AM
To: Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Cc: Monger, Jon <Monger.Jon@epa.gov>
Subject: RE: Dar Williams

Thank you, Andrea. That connection was well worth doing.

From: Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Sent: Wednesday, November 23, 2022 11:30 AM
To: McCabe, Janet <McCabe.Janet@epa.gov>
Cc: Monger, Jon <Monger.Jon@epa.gov>
Subject: Dar Williams

I checked in with Kathleen. We're good to go. She's totally fine with us doing the event. She doesn't think the Administrator is available to participate. I told her that was totally fine. If that changes, she'll let me know. She is "thrilled" that we're doing this for staff. So all is well!

Andrea Drinkard (she/her)
Senior Advisor to the Deputy Administrator
U.S. Environmental Protection Agency
202.236.7765

Message

From: Ruiz, Maryanne [ruiz.maryanne@epa.gov]
Sent: 11/28/2022 4:59:19 PM
To: Drinkard, Andrea [Drinkard.Andrea@epa.gov]; Harney, Alethea [Harney.Alethea@epa.gov]; Benjamin, Traci [Benjamin.Traci@epa.gov]
CC: Atkinson, Emily [Atkinson.Emily@epa.gov]; Grantham, Nancy [Grantham.Nancy@epa.gov]
Subject: RE: UPDATED: Dar Williams Run of Show and Invite

Thanks for the update, Andrea.



Maryanne Ruiz
Executive Assistant to RA
US EPA Mid Atlantic Region
Phone 215.814.5123
Mobile 267.896.9647
Email ruiz.maryanne@epa.gov



From: Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Sent: Monday, November 28, 2022 11:55 AM
To: Ruiz, Maryanne <ruiz.maryanne@epa.gov>; Harney, Alethea <Harney.Alethea@epa.gov>; Benjamin, Traci <Benjamin.Traci@epa.gov>
Cc: Atkinson, Emily <Atkinson.Emily@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: UPDATED: Dar Williams Run of Show and Invite

I'm planning to work on the script tomorrow/Wednesday, depending on when the prep meeting lands.

From: Ruiz, Maryanne <ruiz.maryanne@epa.gov>
Sent: Monday, November 28, 2022 11:52 AM
To: Drinkard, Andrea <Drinkard.Andrea@epa.gov>; Harney, Alethea <Harney.Alethea@epa.gov>; Benjamin, Traci <Benjamin.Traci@epa.gov>
Cc: Atkinson, Emily <Atkinson.Emily@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: UPDATED: Dar Williams Run of Show and Invite

Please include Trai Benjamin to the R3 Team. Also, when will we receive a script for Adam prep? Thanks.



Maryanne Ruiz
Executive Assistant to RA
US EPA Mid Atlantic Region
Phone 215.814.5123
Mobile 267.896.9647
Email ruiz.maryanne@epa.gov



Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Sent: Monday, November 28, 2022 11:41 AM
To: Harney, Alethea <Harney.Alethea@epa.gov>
Cc: Atkinson, Emily <Atkinson.Emily@epa.gov>; Ruiz, Maryanne <ruiz.maryanne@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: UPDATED: Dar Williams Run of Show and Invite

Alethea, are we good with Dar's team? Do they need anything more from us? Or do we need anything from them?

Emily, can you add some time on the calendar on Thursday to connect with Aletha, Janet, Nany, Jini, me, Adam and Maryanne to do a quick walk through on our end? I think 30 minutes should be fine. I know Wednesday is even more open, so if it needs to be Wednesday, I think that's fine too.

PS: If I already asked you to do this, please forgive me for my duplication. ☹️

From: Harney, Alethea <Harney.Alethea@epa.gov>

Sent: Wednesday, November 23, 2022 12:03 PM

To: Drinkard, Andrea <Drinkard.Andrea@epa.gov>

Cc: McCabe, Janet <McCabe.Janet@epa.gov>; Atkinson, Emily <Atkinson.Emily@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Ruiz, Maryanne <ruiz.maryanne@epa.gov>

Subject: Re: UPDATED: Dar Williams Run of Show and Invite

Done and done, Andrea!

On Nov 23, 2022, at 11:37 AM, Drinkard, Andrea <Drinkard.Andrea@epa.gov> wrote:

Here's the updated invite that includes edits from Janet. Alethea, can you share this with Dar's team for their awareness? Nancy, can you drop the appropriate email addresses in. I assume they are the same address. Nancy, can we do a walk through with Jini and her team next week?

From: Harney, Alethea <Harney.Alethea@epa.gov>

Sent: Tuesday, November 22, 2022 6:03 PM

To: Drinkard, Andrea <Drinkard.Andrea@epa.gov>; McCabe, Janet <McCabe.Janet@epa.gov>

Cc: Atkinson, Emily <Atkinson.Emily@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Ruiz, Maryanne <ruiz.maryanne@epa.gov>

Subject: RE: UPDATED: Dar Williams Run of Show and Invite

Thanks, Andrea! I just added in the sound check that her manager requested up top – does the addition below work for you? If so, I will share with their team!

11:15AM Dar Williams arrives at EPA HQ greeted by Andrea Drinkard and heads to Rachel Carson Room to do a sound check

11:30AM YOU greet Dar Williams in your office to discuss EPA's climate and environmental work

11:55PM YOU and Dar Williams move to the Rachel Carson Room

12:00PM Event begins with welcome remarks from Adam Ortiz

12:03PM YOU deliver opening remarks

12:07PM PLAY VIDEO of "Today and Every Day"

12:10PM YOU welcome Dar Williams and begin discussion (fireside chat)

1. Dar Williams performs "Hudson" after the water question.

12:30PM Dar Williams performs "Mercy of the Fallen"

12:33PM Adam Ortiz transitions to employee questions and reads questions from

the audience for Deputy Administrator McCabe

12:45PM YOU deliver closing remarks and thank Dar Williams for joining

12:50PM Adam Ortiz thanks everyone for joining, event concludes

From: Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Sent: Tuesday, November 22, 2022 3:20 PM
To: McCabe, Janet <McCabe.Janet@epa.gov>
Cc: Harney, Alethea <Harney.Alethea@epa.gov>; Atkinson, Emily <Atkinson.Emily@epa.gov>;
Grantham, Nancy <Grantham.Nancy@epa.gov>; Ruiz, Maryanne <ruiz.maryanne@epa.gov>
Subject: UPDATED: Dar Williams Run of Show and Invite

Hi Janet,

I know Alethea chatted with you about the tweaks to the set list for Dar Williams, but I wanted to share with you the updated run of show based on Alethea exchange with Dar's manager. I'm also happy to report that Adam has agreed to be your emcee! We have a few more logistics to nail down, but I think things are really coming together.

I am also sharing a draft mass mailer invitation for your review. I'd like to get this out on Tuesday, November 29th, and I'd like to flip it over to Dar's team tomorrow so that they have time to take a look and clear as well. Please let me know if you have any edits and/or if you need additional information.

Thanks so much!

-Andrea-

Andrea Drinkard (she/her)
Senior Advisor to the Deputy Administrator
U.S. Environmental Protection Agency
202.236.7765

Appointment

From: Atkinson, Emily [Atkinson.Emily@epa.gov]
on behalf of McCabe, Janet [McCabe.Janet@epa.gov]
Sent: 11/28/2022 7:14:20 PM
To: Benjamin, Traci [Benjamin.Traci@epa.gov]; Drinkard, Andrea [Drinkard.Andrea@epa.gov]; Grantham, Nancy [Grantham.Nancy@epa.gov]; Ortiz, Adam [Ortiz.Adam@epa.gov]; Ruiz, Maryanne [ruiz.maryanne@epa.gov]; Harney, Alethea [Harney.Alethea@epa.gov]
Subject: Hybrid Meeting: Review Dar Williams Event Run of Show
Location: Microsoft Teams Meeting; DCRoomWJCN3406A/DeputyAdministrator
Start: 12/1/2022 1:00:00 PM
End: 12/1/2022 1:30:00 PM
Show Time As: Tentative

Required Attendees: Benjamin, Traci; Andrea Drinkard; Nancy Grantham; Ortiz, Adam; Ruiz, Maryanne; Harney, Alethea

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Ex. 6 Personal Privacy (PP)

[Download Teams](#) | [Join on the web](#)

Join with a video conferencing device

Ex. 6 Personal Privacy (PP)

Or call in (audio only)

Ex. 6 Personal Privacy (PP)

[Find a local number](#) | [Reset PIN](#)

For all EPA meetings, there is no expectation of privacy regarding any communications. Participation in a recorded meeting will be deemed as consent to be recorded. Information on EPA systems is the property of the Agency and may become official records.

[Learn More](#) | [Meeting options](#)

Message

From: Harney, Alethea [Harney.Alethea@epa.gov]
Sent: 11/29/2022 4:13:20 PM
To: Patty Romanoff [patty@bulletproofartists.com]
CC: Drinkard, Andrea [Drinkard.Andrea@epa.gov]; Grantham, Nancy [Grantham.Nancy@epa.gov]
Subject: Dar Williams EPA Event 12/5

Hi Patty! Hope you had a nice Thanksgiving. Our team has a couple follow-up questions for you when you get the chance:

- 1) Will she be performing standing up and/or does she have a chair preference arm chair or raised directors chair.
- 2) Who should our lead tech person connect with on sound questions?
- 3) Can you please send us the video of the song you would like us to show off the top? We want to make sure we're using the right version and one that doesn't have ads, etc.

Thanks so much!
Alethea

Alethea Harney
Senior Advisor to the Administrator
U.S. Environmental Protection Agency
202- 734-8437 (office)
617-953-7950 (mobile)

Message

From: Grantham, Nancy [Grantham.Nancy@epa.gov]
Sent: 11/28/2022 8:16:55 PM
To: Drinkard, Andrea [Drinkard.Andrea@epa.gov]; McCabe, Janet [McCabe.Janet@epa.gov]
CC: Harney, Alethea [Harney.Alethea@epa.gov]
Subject: RE: Dar event

Good news .. will surely be a good event thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Sent: Monday, November 28, 2022 3:09 PM
To: McCabe, Janet <McCabe.Janet@epa.gov>
Cc: Harney, Alethea <Harney.Alethea@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: Dar event

Quick update. I connected with Justina and she's good. We will need to get Dar Williams to sign off on the form that says she is waiving her fee, but otherwise we're good to go. Yay!

From: Drinkard, Andrea
Sent: Monday, November 28, 2022 2:21 PM
To: McCabe, Janet <McCabe.Janet@epa.gov>
Cc: Harney, Alethea <Harney.Alethea@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: Dar event

My hope is tomorrow. Alethea said that she shared it with Dar's team and all was good. I need to re-ping Justina as I haven't heard anything from her, which I will plan to do this afternoon/evening. Here's the most recent version. Nancy, can you add the accessibility information and the teams information and mock this up?

From: McCabe, Janet <McCabe.Janet@epa.gov>
Sent: Monday, November 28, 2022 2:18 PM
To: Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Subject: Dar event

Hi there—when will the note go out inviting everyone to the Dar event?

Janet G. McCabe, Deputy Administrator
United States Environmental Protection Agency
1200 Pennsylvania Avenue, NW
MC1102A, Room 3412WJCN
Washington, DC 20460
(202)-564-4711

mccabe.janet@epa.gov

She/her/hers

Message

From: McCabe, Janet [McCabe.Janet@epa.gov]
Sent: 11/28/2022 8:16:16 PM
To: Drinkard, Andrea [Drinkard.Andrea@epa.gov]
CC: Harney, Alethea [Harney.Alethea@epa.gov]; Grantham, Nancy [Grantham.Nancy@epa.gov]
Subject: RE: Dar event

Yay—thank you guys for managing this!

From: Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Sent: Monday, November 28, 2022 3:09 PM
To: McCabe, Janet <McCabe.Janet@epa.gov>
Cc: Harney, Alethea <Harney.Alethea@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: Dar event

Quick update. I connected with Justina and she's good. We will need to get Dar Williams to sign off on the form that says she is waiving her fee, but otherwise we're good to go. Yay!

From: Drinkard, Andrea
Sent: Monday, November 28, 2022 2:21 PM
To: McCabe, Janet <McCabe.Janet@epa.gov>
Cc: Harney, Alethea <Harney.Alethea@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: Dar event

My hope is tomorrow. Alethea said that she shared it with Dar's team and all was good. I need to re-ping Justina as I haven't heard anything from her, which I will plan to do this afternoon/evening. Here's the most recent version. Nancy, can you add the accessibility information and the teams information and mock this up?

From: McCabe, Janet <McCabe.Janet@epa.gov>
Sent: Monday, November 28, 2022 2:18 PM
To: Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Subject: Dar event

Hi there—when will the note go out inviting everyone to the Dar event?

Janet G. McCabe, Deputy Administrator
United States Environmental Protection Agency
1200 Pennsylvania Avenue, NW
MC1102A, Room 3412WJCN
Washington, DC 20460
(202)-564-4711
mccabe.janet@epa.gov
She/her/hers

Message

From: Atkinson, Emily [Atkinson.Emily@epa.gov]
Sent: 11/28/2022 6:20:18 PM
To: Ruiz, Maryanne [ruiz.maryanne@epa.gov]; Drinkard, Andrea [Drinkard.Andrea@epa.gov]; Harney, Alethea [Harney.Alethea@epa.gov]; Benjamin, Traci [Benjamin.Traci@epa.gov]
CC: Grantham, Nancy [Grantham.Nancy@epa.gov]
Subject: RE: UPDATED: Dar Williams Run of Show and Invite

Importance: High

Could Thursday 12/1 at 8:00am ET for 30 minutes work for everyone?

From: Ruiz, Maryanne <ruiz.maryanne@epa.gov>
Sent: Monday, November 28, 2022 11:52 AM
To: Drinkard, Andrea <Drinkard.Andrea@epa.gov>; Harney, Alethea <Harney.Alethea@epa.gov>; Benjamin, Traci <Benjamin.Traci@epa.gov>
Cc: Atkinson, Emily <Atkinson.Emily@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: UPDATED: Dar Williams Run of Show and Invite

Please include Trai Benjamin to the R3 Team. Also, when will we receive a script for Adam prep? Thanks.



Maryanne Ruiz
Executive Assistant to RA
US EPA Mid Atlantic Region
Phone 215.814.5123
Mobile 267.896.9647
Email ruiz.maryanne@epa.gov



From: Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Sent: Monday, November 28, 2022 11:41 AM
To: Harney, Alethea <Harney.Alethea@epa.gov>
Cc: Atkinson, Emily <Atkinson.Emily@epa.gov>; Ruiz, Maryanne <ruiz.maryanne@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: UPDATED: Dar Williams Run of Show and Invite

Alethea, are we good with Dar's team? Do they need anything more from us? Or do we need anything from them?

Emily, can you add some time on the calendar on Thursday to connect with Aletha, Janet, Nany, Jini, me, Adam and Maryanne to do a quick walk through on our end? I think 30 minutes should be fine. I know Wednesday is even more open, so if it needs to be Wednesday, I think that's fine too.

PS: If I already asked you to do this, please forgive me for my duplication. ☹️

From: Harney, Alethea <Harney.Alethea@epa.gov>
Sent: Wednesday, November 23, 2022 12:03 PM
To: Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Cc: McCabe, Janet <McCabe.Janet@epa.gov>; Atkinson, Emily <Atkinson.Emily@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Ruiz, Maryanne <ruiz.maryanne@epa.gov>
Subject: Re: UPDATED: Dar Williams Run of Show and Invite

Done and done, Andrea!

On Nov 23, 2022, at 11:37 AM, Drinkard, Andrea <Drinkard.Andrea@epa.gov> wrote:

Here's the updated invite that includes edits from Janet. Alethea, can you share this with Dar's team for their awareness? Nancy, can you drop the appropriate email addresses in. I assume they are the same address. Nancy, can we do a walk through with Jini and her team next week?

From: Harney, Alethea <Harney.Alethea@epa.gov>

Sent: Tuesday, November 22, 2022 6:03 PM

To: Drinkard, Andrea <Drinkard.Andrea@epa.gov>; McCabe, Janet <McCabe.Janet@epa.gov>

Cc: Atkinson, Emily <Atkinson.Emily@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Ruiz, Maryanne <ruiz.maryanne@epa.gov>

Subject: RE: UPDATED: Dar Williams Run of Show and Invite

Thanks, Andrea! I just added in the sound check that her manager requested up top – does the addition below work for you? If so, I will share with their team!

11:15AM Dar Williams arrives at EPA HQ greeted by Andrea Drinkard and heads to Rachel Carson Room to do a sound check

11:30AM YOU greet Dar Williams in your office to discuss EPA's climate and environmental work

11:55PM YOU and Dar Williams move to the Rachel Carson Room

12:00PM Event begins with welcome remarks from Adam Ortiz

12:03PM YOU deliver opening remarks

12:07PM PLAY VIDEO of "Today and Every Day"

12:10PM YOU welcome Dar Williams and begin discussion (fireside chat)

1. Dar Williams performs "Hudson" after the water question.

12:30PM Dar Williams performs "Mercy of the Fallen"

12:33PM Adam Ortiz transitions to employee questions and reads questions from

the audience for Deputy Administrator McCabe

12:45PM YOU deliver closing remarks and thank Dar Williams for joining

12:50PM Adam Ortiz thanks everyone for joining, event concludes

From: Drinkard, Andrea <Drinkard.Andrea@epa.gov>

Sent: Tuesday, November 22, 2022 3:20 PM

To: McCabe, Janet <McCabe.Janet@epa.gov>

Cc: Harney, Alethea <Harney.Alethea@epa.gov>; Atkinson, Emily <Atkinson.Emily@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Ruiz, Maryanne <ruiz.maryanne@epa.gov>

Subject: UPDATED: Dar Williams Run of Show and Invite

Hi Janet,

I know Alethea chatted with you about the tweaks to the set list for Dar Williams, but I wanted to share with you the updated run of show based on Alethea exchange with Dar's manager. I'm also happy to report that Adam has agreed to be your emcee! We have a few more logistics to nail down, but I think things are really coming together.

I am also sharing a draft mass mailer invitation for your review. I'd like to get this out on Tuesday, November 29th, and I'd like to flip it over to Dar's team tomorrow so that they have time to take a look and clear as well. Please let me know if you have any edits and/or if you need additional information.

Thanks so much!

-Andrea-

Andrea Drinkard (she/her)
Senior Advisor to the Deputy Administrator
U.S. Environmental Protection Agency
202.236.7765

Appointment

From: Benjamin, Traci [Benjamin.Traci@epa.gov]
Sent: 11/28/2022 7:47:00 PM
To: Atkinson, Emily [Atkinson.Emily@epa.gov]; Gibson, Neshawne [Gibson.Neshawne@epa.gov]; Drinkard, Andrea [Drinkard.Andrea@epa.gov]
Subject: Accepted: Hybrid Meeting: Review Dar Williams Event Run of Show
Location: Microsoft Teams Meeting; DCRoomWJCN3406A/DeputyAdministrator
Start: 12/1/2022 1:00:00 PM
End: 12/1/2022 1:30:00 PM
Show Time As: Busy

Appointment

From: Ruiz, Maryanne [ruiz.maryanne@epa.gov]
on behalf of Ortiz, Adam [Ortiz.Adam@epa.gov]
Sent: 11/28/2022 7:18:43 PM
To: Atkinson, Emily [Atkinson.Emily@epa.gov]; Gibson, Neshawne [Gibson.Neshawne@epa.gov]; Drinkard, Andrea [Drinkard.Andrea@epa.gov]

Subject: Accepted: Hybrid Meeting: Review Dar Williams Event Run of Show
Location: Microsoft Teams Meeting; DCRoomWJCN3406A/DeputyAdministrator

Start: 12/1/2022 1:00:00 PM
End: 12/1/2022 1:30:00 PM

Recurrence: (none)

Appointment

From: Ruiz, Maryanne [ruiz.maryanne@epa.gov]
Sent: 11/28/2022 7:18:37 PM
To: Atkinson, Emily [Atkinson.Emily@epa.gov]; Gibson, Neshawne [Gibson.Neshawne@epa.gov]; Drinkard, Andrea [Drinkard.Andrea@epa.gov]
Subject: Accepted: Hybrid Meeting: Review Dar Williams Event Run of Show
Location: Microsoft Teams Meeting; DCRoomWJCN3406A/DeputyAdministrator
Start: 12/1/2022 1:00:00 PM
End: 12/1/2022 1:30:00 PM
Show Time As: Busy

Message

From: Fugh, Justina [Fugh.Justina@epa.gov]
Sent: 11/28/2022 7:56:28 PM
To: Drinkard, Andrea [Drinkard.Andrea@epa.gov]
CC: Grantham, Nancy [Grantham.Nancy@epa.gov]
Subject: RE: Employee Recognition12/5 Event with EPA DA Janet McCabe and Dar Williams
Attachments: OHR, EPA Form 3100-14 - Volunteer Program Participant Agreement.pdf; OHR, EPA Form 3100-14 - Volunteer Program Participant Agreement.pdf

Oops, sorry, wrong form. Here's a blank one for you all and Dar to sign.

From: Fugh, Justina
Sent: Monday, November 28, 2022 2:54 PM
To: Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Cc: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: Employee Recognition12/5 Event with EPA DA Janet McCabe and Dar Williams

From: Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Sent: Tuesday, November 22, 2022 12:55 PM
To: Fugh, Justina <Fugh.Justina@epa.gov>
Cc: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: Employee Recognition12/5 Event with EPA DA Janet McCabe and Dar Williams

Hi Justina,

I see that you're out of the office, but I did want to follow up with you after our conversation about Janet's all staff recognition event. I'm attaching the mass mailer invite that we plan to distribute the Tuesday after Thanksgiving as well as the draft event memo that we've put together.

If I'm remembering correctly, I still need to speak with our appropriations lawyer to get the fee waiver form for Dar Williams' team to sign. Could you let me know who I should speak with in OGC to make sure we have this aspect buttoned up?

Thanks again for your help and advice!

-Andrea-

VOLUNTEER SERVICE PROGRAM PARTICIPATION AGREEMENT
(THIS FORM APPLIES TO BOTH VOLUNTEERS AND THOSE PROVIDING GRATUITOUS SERVICES)

NAME OF VOLUNTEER		U.S. CITIZEN?		PROJECT SUPERVISOR OR RESPONSIBLE OFFICIAL	
		<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
ORGANIZATION (REGION / NPM – OFFICE, E.G. 05-GLNPO OR OW -OWOW)				DUTY STATION (GEOGRAPHIC LOCATION)	
START DATE	END DATE	STUDENT? 5 USC 3111(a)		OTHER STATUTORY AUTHORITY? (e.g., Public Law 114-329, § 402)	
		<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
STUDENTS ONLY SPONSOR (EDUCATIONAL INSTITUTION OR OTHER)		STUDENTS ONLY NAME AND CONTACT INFORMATION FOR SPONSOR			
<input type="checkbox"/>		YES		<input type="checkbox"/>	
		NO			
PROJECT DESCRIPTION - Briefly describe assignments, nature of work or service, and schedule (if a student) – such as anticipated scope, subject areas, hours per week, etc.					
EPA FACILITIES AND EQUIPMENT – EPA resources (if any) provided to the volunteer such as desk, computer, etc.					
EPA SUPERVISION – Type and degree of EPA Supervision (if applicable)					
OTHER EPA SUPPORT AND INVOLVEMENT – Any other assistance, guidance and support from other EPA personnel?					
PROJECT SUPERVISOR OR RESPONSIBLE OFFICIAL CERTIFIES THAT UNLESS THE PROGRAM PARTICIPANT IS A STUDENT AS DEFINED BY 5 U.S.C. § 3111(a), THE SERVICES TO BE PERFORMED BY THE PARTICIPANT ARE NOT THE REGULAR WORK OF THE AGENCY THAT WOULD OR COULD OTHERWISE BE PERFORMED BY A FEDERAL POSITION.					
<div style="text-align: right;"> <hr style="width: 30%; margin-left: auto;"/> </div>					
SUPERVISOR OR OFFICIAL SIGNATURE AND DATE					

THE VOLUNTEER AGREES THAT:

- a. The services are offered without expectation of payment. I waive any and all claims for compensation from the Government of the United States for any services performed;
- b. The Government retains a non-exclusive, royalty-free, perpetual license in any patented inventions or copyrightable subject matter the volunteer makes or authors as a volunteer service participant; and
- c. Signee will adhere to the administrative instructions and requirements of the agency while on EPA premises.

PARTICIPANT SIGNATURE AND DATE

SERVICING PERSONNEL OFFICE CONCURRENCE	NAME AND TITLE	SIGNATURE	DATE

This form and any supporting documents must be maintained on record for at least six years.

VOLUNTEER SERVICE PROGRAM PARTICIPATION AGREEMENT
(THIS FORM APPLIES TO BOTH VOLUNTEERS AND THOSE PROVIDING GRATUITOUS SERVICES)

NAME OF VOLUNTEER		U.S. CITIZEN?		PROJECT SUPERVISOR OR RESPONSIBLE OFFICIAL	
		<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
ORGANIZATION (REGION / NPM – OFFICE, E.G. 05-GLNPO OR OW -OWOW)				DUTY STATION (GEOGRAPHIC LOCATION)	
START DATE	END DATE		STUDENT? 5 USC 3111(a)		OTHER STATUTORY AUTHORITY? (e.g., Public Law 114-329, § 402)
			<input type="checkbox"/>	YES	<input type="checkbox"/> NO
STUDENTS ONLY SPONSOR (EDUCATIONAL INSTITUTION OR OTHER)		STUDENTS ONLY NAME AND CONTACT INFORMATION FOR SPONSOR			
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
YES		NO			
PROJECT DESCRIPTION - Briefly describe assignments, nature of work or service, and schedule (if a student) – such as anticipated scope, subject areas, hours per week, etc.					
EPA FACILITIES AND EQUIPMENT – EPA resources (if any) provided to the volunteer such as desk, computer, etc.					
EPA SUPERVISION – Type and degree of EPA Supervision (if applicable)					
OTHER EPA SUPPORT AND INVOLVEMENT – Any other assistance, guidance and support from other EPA personnel?					
PROJECT SUPERVISOR OR RESPONSIBLE OFFICIAL CERTIFIES THAT UNLESS THE PROGRAM PARTICIPANT IS A STUDENT AS DEFINED BY 5 U.S.C. § 3111(a), THE SERVICES TO BE PERFORMED BY THE PARTICIPANT ARE NOT THE REGULAR WORK OF THE AGENCY THAT WOULD OR COULD OTHERWISE BE PERFORMED BY A FEDERAL POSITION.					
<div style="text-align: right;"> <hr style="width: 30%; margin-left: auto;"/> </div>					
SUPERVISOR OR OFFICIAL SIGNATURE AND DATE					

THE VOLUNTEER AGREES THAT:

- a. The services are offered without expectation of payment. I waive any and all claims for compensation from the Government of the United States for any services performed;
- b. The Government retains a non-exclusive, royalty-free, perpetual license in any patented inventions or copyrightable subject matter the volunteer makes or authors as a volunteer service participant; and
- c. Signee will adhere to the administrative instructions and requirements of the agency while on EPA premises.

PARTICIPANT SIGNATURE AND DATE

SERVICING PERSONNEL OFFICE CONCURRENCE	NAME AND TITLE	SIGNATURE	DATE

This form and any supporting documents must be maintained on record for at least six years.

Message

From: Harney, Alethea [Harney.Alethea@epa.gov]
Sent: 11/29/2022 3:37:38 PM
To: Drinkard, Andrea [Drinkard.Andrea@epa.gov]
CC: Grantham, Nancy [Grantham.Nancy@epa.gov]
Subject: RE: Dar event

Hi! Will send along these questions and copy y'all in. Thanks!

From: Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Sent: Tuesday, November 29, 2022 10:23 AM
To: Harney, Alethea <Harney.Alethea@epa.gov>
Cc: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: Dar event

Morning!

Nancy and I have three follow up questions for Dar's team.

- 1) Will she be performing standing up and/or does she have a chair preference arm chair or raised directors chair.
- 2) Who should Jini connect with on sound questions? Jini will be back in the office tomorrow.
- 3) Can they send us the video of the song they want us to show off the top? I want to make sure we're using the right version and one that doesn't have ads, etc.

From: Harney, Alethea <Harney.Alethea@epa.gov>
Sent: Monday, November 28, 2022 3:10 PM
To: Drinkard, Andrea <Drinkard.Andrea@epa.gov>; McCabe, Janet <McCabe.Janet@epa.gov>
Cc: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: Dar event

Great! Do we have the form that I can pass along to her team?

From: Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Sent: Monday, November 28, 2022 3:09 PM
To: McCabe, Janet <McCabe.Janet@epa.gov>
Cc: Harney, Alethea <Harney.Alethea@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: Dar event

Quick update. I connected with Justina and she's good. We will need to get Dar Williams to sign off on the form that says she is waiving her fee, but otherwise we're good to go. Yay!

From: Drinkard, Andrea
Sent: Monday, November 28, 2022 2:21 PM
To: McCabe, Janet <McCabe.Janet@epa.gov>
Cc: Harney, Alethea <Harney.Alethea@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: Dar event

My hope is tomorrow. Alethea said that she shared it with Dar's team and all was good. I need to re-ping Justina as I haven't heard anything from her, which I will plan to do this afternoon/evening. Here's the most recent version. Nancy, can you add the accessibility information and the teams information and mock this up?

From: McCabe, Janet <McCabe.Janet@epa.gov>

Sent: Monday, November 28, 2022 2:18 PM

To: Drinkard, Andrea <Drinkard.Andrea@epa.gov>

Subject: Dar event

Hi there—when will the note go out inviting everyone to the Dar event?

Janet G. McCabe, Deputy Administrator
United States Environmental Protection Agency
1200 Pennsylvania Avenue, NW
MC1102A, Room 3412WJCN
Washington, DC 20460
(202)-564-4711
mccabe.janet@epa.gov
She/her/hers

Message

From: Drinkard, Andrea [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=808A6B7B65BF447F93DAD2F510FEAF61-ADRINKAR]
Sent: 11/30/2022 3:48:08 PM
To: Atkinson, Emily [Atkinson.Emily@epa.gov]
Subject: Dar Williams

Full name: **Dorothy Snowden Williams**

Andrea Drinkard (she/her)
Senior Advisor to the Deputy Administrator
U.S. Environmental Protection Agency
202.236.7765

Message

From: Drinkard, Andrea [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=808A6B7B65BF447F93DAD2F510FEAF61-ADRINKAR]
Sent: 11/29/2022 7:11:02 PM
To: Harney, Alethea [Harney.Alethea@epa.gov]; Grantham, Nancy [Grantham.Nancy@epa.gov]
Subject: FW: Dar Williams EPA Event 12/5

I can bring a guitar stand.

From: Harney, Alethea <Harney.Alethea@epa.gov>
Sent: Tuesday, November 29, 2022 11:28 AM
To: Patty Romanoff <patty@bulletproofartists.com>
Cc: Drinkard, Andrea <Drinkard.Andrea@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: Dar Williams EPA Event 12/5

Thanks, Patty! Just confirming this is the best number for you: Ex. 6 Personal Privacy (PP)

From: Patty Romanoff <patty@bulletproofartists.com>
Sent: Tuesday, November 29, 2022 11:27 AM
To: Harney, Alethea <Harney.Alethea@epa.gov>
Cc: Drinkard, Andrea <Drinkard.Andrea@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: Re: Dar Williams EPA Event 12/5

On Nov 29, 2022, at 11:13 AM, Harney, Alethea <Harney.Alethea@epa.gov> wrote:

1. Will she be performing standing up and/or does she have a chair preference arm chair or raised directors chair - She will most likely sit, though she normally she stands. Please have a chair with NO arms for her. Also, if you can have a guitar stand available.
2. Who should our lead tech person connect with on sound questions? Call me about tech questions
2. Can you please send us the video of the song you would like us to show off the top? We want to make sure we're using the right version and one that doesn't have ads, etc. Will have this sent over. Most likely via WeTransfer

Message

From: Drinkard, Andrea [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=808A6B7B65BF447F93DAD2F510FEAF61-ADRINKAR]
Sent: 11/30/2022 6:47:10 PM
To: Grantham, Nancy [Grantham.Nancy@epa.gov]
Subject: RE: mass mailer for final review and union heads up -- we need to get out asap thanks ng

We need a subject line. How about:

You're Invited to Deputy Administrator McCabe's End of Year All Staff Celebration

I know we don't typically put her name in the subject line, but for this one I think it's important. Thoughts?

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Wednesday, November 30, 2022 1:24 PM
To: Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Subject: RE: mass mailer for final review and union heads up -- we need to get out asap thanks ng

Will do

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Sent: Wednesday, November 30, 2022 1:21 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: FW: mass mailer for final review and union heads up -- we need to get out asap thanks ng

Can you add a period and fix the two font issue?

From: McCabe, Janet <McCabe.Janet@epa.gov>
Sent: Wednesday, November 30, 2022 12:29 PM
To: Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Subject: RE: mass mailer for final review and union heads up -- we need to get out asap thanks ng

Great! Also need a "." After "attend the event" in the last paragraph.

From: Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Sent: Wednesday, November 30, 2022 12:25 PM
To: McCabe, Janet <McCabe.Janet@epa.gov>
Subject: FW: mass mailer for final review and union heads up -- we need to get out asap thanks ng

FYI...it's going out ASAP! We'll fix the font change issue.

From: Grantham, Nancy <Grantham.Nancy@epa.gov>

Sent: Wednesday, November 30, 2022 12:24 PM

To: Michalos, Maria <Michalos.Maria@epa.gov>; Drinkard, Andrea <Drinkard.Andrea@epa.gov>; Galloway, Barbara <galloway.barbara@epa.gov>; McFarland, Tisha <McFarland.Tisha@epa.gov>

Subject: mass mailer for final review and union heads up -- we need to get out asap thanks ng

Dear Colleagues,

2022 has been a great year for EPA—from implementing the Bipartisan Infrastructure Law, to the passage of the Inflation Reduction Act, to our efforts to return to the office after two long years of the COVID-19 pandemic, to the many things—big and small—we each do every day to protect human health and the environment.

I know this time of year is busy for many of you with the holidays upon us and end of year deadlines looming, but it is also the time of year when we can pause for a moment and look back on all of the amazing work we've done. For me, this year has been about meeting as many of you as possible—listening to your voices and hearing your ideas. I have enjoyed every single one of our conversations and they remind me that the people—that all of you—are what make EPA great. Your passion for delivering on our mission comes through loud and clear.

With that in mind, I would like to invite you to spend a few minutes on Monday, December 5th at 12:00pm EST with me and Region 3 Administrator Adam Ortiz to reflect on all that we have accomplished over the past year and celebrate together.

I am excited to share that Adam and I will be joined by Dar Williams, an American folk singer and songwriter who has woven her creativity, talent, and connection to the Earth into songs that call on each of us to notice what is important about the world we share and to act to protect our planet. She will be sharing a few songs with us, and we will talk about her writing process and her interest and connection to environmental protection. I will also answer some of your questions—if you have one, please [submit it in advance](#).

For this event, we will be welcoming employees to the Rachel Carson Room. So that we can get a sense of who will be joining us in person, we are encouraging you to [RSVP](#) in advance, but an RSVP is not required to attend the event

If you will be joining remotely, we look forward to seeing you on Teams:

[Click here to join the meeting](#).

Meeting ID: Ex. 6 Personal Privacy (PP)

Passcode:

Or call in (audio only)

Ex. 6 Personal Privacy (PP)

Thank you for all that you do for this agency and for the American public. I am looking forward to celebrating all of YOU and taking a few minutes out of our busy days to remember why we are proud to call EPA our home.



Accessibility Information: EPA will provide Communication Access Real-time Translation (CART captioning), ASL (American Sign Language) interpreters, and CLTs (Cued Language Translators). For ASL and CLT, please “pin” the camera feed in the Teams meeting for the service provider(s) you require. For CART services, please click on the “CC” button. If you need technical assistance on the day of the event, please contact your local IT helpdesk. Separately, if you require a disability accommodation, please contact Reasonable accommodations at disabilityaccommodations@epa.gov.

Please note, the Teams meeting has a 1,000 participant limit for full access to the platform (including the chat, reactions and all the camera feeds). Anyone joining the event after that will be placed in “view only” mode and will only be able to watch the active speaker and will not have access to the rest of the meeting platform. We will be recording the event and will make it available as soon as possible.

Please log-off the VPN before you join the meeting.

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

Appointment

From: Drinkard, Andrea [Drinkard.Andrea@epa.gov]
on behalf of McCabe, Janet [McCabe.Janet@epa.gov]
Sent: 11/30/2022 7:55:42 PM
To: Ryan, Jini [Ryan.Jini@epa.gov]

Subject: Hybrid Meeting: Review Dar Williams Event Run of Show
Location: Microsoft Teams Meeting; DCRoomWJCN3406A/DeputyAdministrator

Start: 12/1/2022 1:00:00 PM
End: 12/1/2022 1:30:00 PM
Show Time As: Tentative

Required Attendees: Benjamin, Traci; Drinkard, Andrea; Grantham, Nancy; Ortiz, Adam; Ruiz, Maryanne; Harney, Alethea; Ryan, Jini

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Ex. 6 Personal Privacy (PP)

[Download Teams](#) | [Join on the web](#)

Join with a video conferencing device

Ex. 6 Personal Privacy (PP)

[Alternate VTC instructions](#)

Or call in (audio only)

Ex. 6 Personal Privacy (PP)

[Find a local number](#) | [Reset PIN](#)

For all EPA meetings, there is no expectation of privacy regarding any communications. Participation in a recorded meeting will be deemed as consent to be recorded. Information on EPA systems is the property of the Agency and may become official records.

[Learn More](#) | [Meeting options](#)

Message

From: Drinkard, Andrea [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=808A6B7B65BF447F93DAD2F510FEAF61-ADRINKAR]
Sent: 12/1/2022 2:35:16 AM
To: McCabe, Janet [McCabe.Janet@epa.gov]
Subject: Dar Remarks and Detailed Run of Show -- First Cut FOR INPUT
Attachments: Dar Williams Detail ROS_v1.docx

Hey there!

Here's a first cut at a detailed run of show including your opening remarks. I wanted to get your early thoughts on the draft so I could further polish them tomorrow. I'm hoping they're at least close to the mark. Fingers crossed. Happy to chat tomorrow. It looks like you have some open windows, which is amazing for so many reasons 😊 Or maybe we can cover it in our 8am Ex. 6 Personal Privacy (PP) I should be able to make it in before our 9:15, but I wanted to flag nonetheless.

Andrea Drinkard (she/her)
Senior Advisor to the Deputy Administrator
U.S. Environmental Protection Agency
202.236.7765

Message

From: Drinkard, Andrea [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=808A6B7B65BF447F93DAD2F510FEAF61-ADRINKAR]
Sent: 11/30/2022 6:09:31 PM
To: Harney, Alethea [Harney.Alethea@epa.gov]; Grantham, Nancy [Grantham.Nancy@epa.gov]; Atkinson, Emily [Atkinson.Emily@epa.gov]; Laverdiere, Maria [Laverdiere.Maria@epa.gov]
Subject: RE: Dar Williams EPA Event 12/5

Got it and that makes sense. I will flag for Janet that it's a possibility in the meantime.

I also missed the word "likely" in your initial note....

From: Harney, Alethea <Harney.Alethea@epa.gov>
Sent: Wednesday, November 30, 2022 1:08 PM
To: Drinkard, Andrea <Drinkard.Andrea@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Atkinson, Emily <Atkinson.Emily@epa.gov>; Laverdiere, Maria <Laverdiere.Maria@epa.gov>
Subject: RE: Dar Williams EPA Event 12/5

I don't think so because he's not 100 percent confirmed. Patty says she won't know until Monday morning at their breakfast. So we can flag for Janet and then if he does join us he will be a surprise guest. Although not sure if then the Adm will want to stop by and say hi. . .

From: Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Sent: Wednesday, November 30, 2022 1:03 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Atkinson, Emily <Atkinson.Emily@epa.gov>; Harney, Alethea <Harney.Alethea@epa.gov>
Subject: RE: Dar Williams EPA Event 12/5

And should we update the mass mailer to reflect that the Congressman is participating? We probably have an hour or two before it needs to go out, so if we don't have a confirmation I say we go out with what we have and we can put it in a reminder update on Monday morning.

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Wednesday, November 30, 2022 12:55 PM
To: Atkinson, Emily <Atkinson.Emily@epa.gov>; Harney, Alethea <Harney.Alethea@epa.gov>; Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Subject: RE: Dar Williams EPA Event 12/5

Thanks .. is ocir looped into Mr. Raskin joining? Thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Atkinson, Emily <Atkinson.Emily@epa.gov>
Sent: Wednesday, November 30, 2022 12:50 PM
To: Harney, Alethea <Harney.Alethea@epa.gov>; Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Cc: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: Dar Williams EPA Event 12/5

Ok – is the Congressman coming on his own or accompanied by any staff?

From: Harney, Alethea <Harney.Alethea@epa.gov>
Sent: Wednesday, November 30, 2022 12:48 PM
To: Atkinson, Emily <Atkinson.Emily@epa.gov>; Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Cc: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: Dar Williams EPA Event 12/5

From Dar's manager:

Her boyfriend will be with her Ex. 5 Personal Privacy (PP) Dorothy Williams passport and her license says Dorothy S Williams. Also likely Congressman Jamie Raskin so please add him.

From: Atkinson, Emily <Atkinson.Emily@epa.gov>
Sent: Wednesday, November 30, 2022 10:57 AM
To: Drinkard, Andrea <Drinkard.Andrea@epa.gov>; Harney, Alethea <Harney.Alethea@epa.gov>
Cc: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: Dar Williams EPA Event 12/5

And could we confirm her government issued ID name is Dorothy Snowden Williams?

From: Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Sent: Wednesday, November 30, 2022 10:48 AM
To: Harney, Alethea <Harney.Alethea@epa.gov>
Cc: Grantham, Nancy <Grantham.Nancy@epa.gov>; Atkinson, Emily <Atkinson.Emily@epa.gov>
Subject: RE: Dar Williams EPA Event 12/5

Dar is arriving by herself, right? I feel like they mentioned her boyfriend maybe coming with her? Do we need to ask to confirm? Emily will do the security memo today.

From: Harney, Alethea <Harney.Alethea@epa.gov>
Sent: Tuesday, November 29, 2022 11:28 AM
To: Patty Romanoff <patty@bulletproofartists.com>
Cc: Drinkard, Andrea <Drinkard.Andrea@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: Dar Williams EPA Event 12/5

Thanks, Patty! Just confirming this is the best number for you: Ex. 6 Personal Privacy (PP)

From: Patty Romanoff <patty@bulletproofartists.com>
Sent: Tuesday, November 29, 2022 11:27 AM
To: Harney, Alethea <Harney.Alethea@epa.gov>
Cc: Drinkard, Andrea <Drinkard.Andrea@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: Re: Dar Williams EPA Event 12/5

On Nov 29, 2022, at 11:13 AM, Harney, Alethea <Harney.Alethea@epa.gov> wrote:

1. Will she be performing standing up and/or does she have a chair preference arm chair or raised directors chair - She will most likely sit, though she normally she stands. Please have a chair with NO arms for her. Also, if you can have a guitar stand available.
2. Who should our lead tech person connect with on sound questions? Call me about tech questions
2. Can you please send us the video of the song you would like us to show off the top? We want to make sure we're using the right version and one that doesn't have ads, etc. Will have this sent over. Most likely via WeTransfer

Message

From: Drinkard, Andrea [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=808A6B7B65BF447F93DAD2F510FEAF61-ADRINKAR]
Sent: 11/4/2022 5:48:18 PM
To: Grantham, Nancy [Grantham.Nancy@epa.gov]
Subject: RE: Meeting with Justina Fugh re: planned All EPA event in December (moving to 2:45 today as Alethea and I now have conflict at 2 pm) thanks ng

I'm totally fine with that. 😊

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Friday, November 4, 2022 1:43 PM
To: Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Subject: RE: Meeting with Justina Fugh re: planned All EPA event in December (moving to 2:45 today as Alethea and I now have conflict at 2 pm) thanks ng

How about if Alethea and I meet with Justina to get it started and then we can followup? Need know if any showstoppers thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Sent: Friday, November 4, 2022 1:40 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: Meeting with Justina Fugh re: planned All EPA event in December (moving to 2:45 today as Alethea and I now have conflict at 2 pm) thanks ng

I'm booked until 4 today and then I have a personal thing from 4-5. 😞 We could do it on Monday.

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Friday, November 4, 2022 1:39 PM
To: Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Subject: RE: Meeting with Justina Fugh re: planned All EPA event in December (moving to 2:45 today as Alethea and I now have conflict at 2 pm) thanks ng

Would 3:30 work?

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)

202-253-7056 (cell)
grantham.nancy@epa.gov

From: Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Sent: Friday, November 4, 2022 1:38 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: Meeting with Justina Fugh re: planned All EPA event in December (moving to 2:45 today as Alethea and I now have conflict at 2 pm) thanks ng

This new time doesn't work for me today ☹️

-----Original Appointment-----

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Friday, November 4, 2022 1:36 PM
To: Fugh, Justina; Drinkard, Andrea; Harney, Alethea
Subject: Meeting with Justina Fugh re: planned All EPA event in December (moving to 2:45 today as Alethea and I now have conflict at 2 pm) thanks ng
When: Friday, November 4, 2022 2:45 PM-3:15 PM (UTC-05:00) Eastern Time (US & Canada).
Where: Microsoft Teams Meeting

Hi Justina – We are working on a program for early December that would have Dar Williams, a folk singer who is also involved in the climate change issue. We would like to meet with you to discuss any ethics issues regarding the plans for this event. Thanks ng

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Ex. 6 Personal Privacy (PP)

[Download Teams](#) | [Join on the web](#)

Join with a video conferencing device

Ex. 6 Personal Privacy (PP)

Or call in (audio only)

Ex. 6 Personal Privacy (PP)

[Find a local number](#) | [Reset PIN](#)

For all EPA meetings, there is no expectation of privacy regarding any communications. Participation in a recorded meeting will be deemed as consent to be recorded. Information on EPA systems is the property of the Agency and may become official records.

Message

From: Drinkard, Andrea [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=808A6B7B65BF447F93DAD2F510FEAF61-ADRINKAR]
Sent: 11/30/2022 6:40:38 PM
To: Grantham, Nancy [Grantham.Nancy@epa.gov]
Subject: RE: mass mailer for final review and union heads up -- we need to get out asap thanks ng

Chairs outside of the RC room won't work. Grant said I could have three chairs from the Administrator's table, but I like my chairs better....but I don't think we can do two of one kind of chair and one of another. I didn't find anything on else that would work on the third floor. I wonder if OECA might have nice chairs. I feel like the AAs office has that huge table.

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Wednesday, November 30, 2022 1:24 PM
To: Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Subject: RE: mass mailer for final review and union heads up -- we need to get out asap thanks ng

Will do

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Sent: Wednesday, November 30, 2022 1:21 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: FW: mass mailer for final review and union heads up -- we need to get out asap thanks ng

Can you add a period and fix the two font issue?

From: McCabe, Janet <McCabe.Janet@epa.gov>
Sent: Wednesday, November 30, 2022 12:29 PM
To: Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Subject: RE: mass mailer for final review and union heads up -- we need to get out asap thanks ng

Great! Also need a "." After "attend the event" in the last paragraph.

From: Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Sent: Wednesday, November 30, 2022 12:25 PM
To: McCabe, Janet <McCabe.Janet@epa.gov>
Subject: FW: mass mailer for final review and union heads up -- we need to get out asap thanks ng

FYI...it's going out ASAP! We'll fix the font change issue.

From: Grantham, Nancy <Grantham.Nancy@epa.gov>

Sent: Wednesday, November 30, 2022 12:24 PM

To: Michalos, Maria <Michalos.Maria@epa.gov>; Drinkard, Andrea <Drinkard.Andrea@epa.gov>; Galloway, Barbara <galloway.barbara@epa.gov>; McFarland, Tisha <McFarland.Tisha@epa.gov>

Subject: mass mailer for final review and union heads up -- we need to get out asap thanks ng

Dear Colleagues,

2022 has been a great year for EPA—from implementing the Bipartisan Infrastructure Law, to the passage of the Inflation Reduction Act, to our efforts to return to the office after two long years of the COVID-19 pandemic, to the many things—big and small—we each do every day to protect human health and the environment.

I know this time of year is busy for many of you with the holidays upon us and end of year deadlines looming, but it is also the time of year when we can pause for a moment and look back on all of the amazing work we've done. For me, this year has been about meeting as many of you as possible—listening to your voices and hearing your ideas. I have enjoyed every single one of our conversations and they remind me that the people—that all of you—are what make EPA great. Your passion for delivering on our mission comes through loud and clear.

With that in mind, I would like to invite you to spend a few minutes on Monday, December 5th at 12:00pm EST with me and Region 3 Administrator Adam Ortiz to reflect on all that we have accomplished over the past year and celebrate together.

I am excited to share that Adam and I will be joined by Dar Williams, an American folk singer and songwriter who has woven her creativity, talent, and connection to the Earth into songs that call on each of us to notice what is important about the world we share and to act to protect our planet. She will be sharing a few songs with us, and we will talk about her writing process and her interest and connection to environmental protection. I will also answer some of your questions—if you have one, please [submit it in advance](#).

For this event, we will be welcoming employees to the Rachel Carson Room. So that we can get a sense of who will be joining us in person, we are encouraging you to [RSVP](#) in advance, but an RSVP is not required to attend the event

If you will be joining remotely, we look forward to seeing you on Teams:

[Click here to join the meeting](#).

Meeting ID: **Ex. 6 Personal Privacy (PP)**

Passcode:

Or call in (audio only)

Ex. 6 Personal Privacy (PP)

Thank you for all that you do for this agency and for the American public. I am looking forward to celebrating all of YOU and taking a few minutes out of our busy days to remember why we are proud to call EPA our home.



Accessibility Information: EPA will provide Communication Access Real-time Translation (CART captioning), ASL (American Sign Language) interpreters, and CLTs (Cued Language Translators). For ASL and CLT, please "pin" the camera feed in the Teams meeting for the service provider(s) you require. For CART services, please click on the "CC" button. If you need technical assistance on the day of the event, please contact your local IT helpdesk. Separately, if you require a disability accommodation, please contact Reasonable accommodations at disabilityaccommodations@epa.gov.

Please note, the Teams meeting has a 1,000 participant limit for full access to the platform (including the chat, reactions and all the camera feeds). Anyone joining the event after that will be placed in "view only" mode and will only be able to watch the active speaker and will not have access to the rest of the meeting platform. We will be recording the event and will make it available as soon as possible.

Please log-off the VPN before you join the meeting.

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

Message

From: Drinkard, Andrea [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=808A6B7B65BF447F93DAD2F510FEAF61-ADRINKAR]
Sent: 11/30/2022 7:56:03 PM
To: McCabe, Janet [McCabe.Janet@epa.gov]; Benjamin, Traci [Benjamin.Traci@epa.gov]; Grantham, Nancy [Grantham.Nancy@epa.gov]; Ortiz, Adam [Ortiz.Adam@epa.gov]; Ruiz, Maryanne [ruiz.maryanne@epa.gov]; Harney, Alethea [Harney.Alethea@epa.gov]; Ryan, Jini [Ryan.Jini@epa.gov]
CC: Atkinson, Emily [Atkinson.Emily@epa.gov]
Subject: RE: Hybrid Meeting: Review Dar Williams Event Run of Show
Attachments: 2022-12-05 Dar Williams All Staff Recognition Event Memo_v3.docx

Hi all—

I'm attaching the current run of show for Monday's event. I'm working on a more detailed run of show and hope to be able to share an early draft of that later this evening. Regardless of my progress, we'll go through the run of show, the movements, transitions, and anything else we need to discuss.

Thanks so much!

-----Original Appointment-----

From: Atkinson, Emily **On Behalf Of** McCabe, Janet

Sent: Monday, November 28, 2022 2:14 PM

To: McCabe, Janet; Benjamin, Traci; Drinkard, Andrea; Grantham, Nancy; Ortiz, Adam; Ruiz, Maryanne; Harney, Alethea

Subject: Hybrid Meeting: Review Dar Williams Event Run of Show

When: Thursday, December 1, 2022 8:00 AM-8:30 AM (UTC-05:00) Eastern Time (US & Canada).

Where: Microsoft Teams Meeting; DCRoomWJCN3406A/DeputyAdministrator

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Ex. 6 Personal Privacy (PP)

[Download Teams](#) | [Join on the web](#)

Join with a video conferencing device

Ex. 6 Personal Privacy (PP)

Or call in (audio only)

Ex. 6 Personal Privacy (PP)

[Find a local number](#) | [Reset PIN](#)

For all EPA meetings, there is no expectation of privacy regarding any communications. Participation in a recorded meeting will be deemed as consent to be recorded. Information on EPA systems is the property of the Agency and may become official records.

[Learn More](#) | [Meeting options](#)

Message

From: Drinkard, Andrea [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=808A6B7B65BF447F93DAD2F510FEAF61-ADRINKAR]
Sent: 11/30/2022 7:52:36 PM
To: Ryan, Jini [Ryan.Jini@epa.gov]; Harney, Alethea [Harney.Alethea@epa.gov]
CC: Grantham, Nancy [Grantham.Nancy@epa.gov]
Subject: RE: Tech Questions
Attachments: 2022-12-05 Dar Williams All Staff Recognition Event Memo_v3.docx

He's going to kick it off. Then Dar and Janet will do their Q&A and Dar will perform. Then Adam will come back to pose questions that were submitted by staff and then he'll close out the event. What do you think would be best for him? I feel like he needs somewhere to "be" when he's on stage during his portions. I was thinking he could be in the "Oprah" chair.

From: Ryan, Jini <Ryan.Jini@epa.gov>
Sent: Wednesday, November 30, 2022 2:50 PM
To: Drinkard, Andrea <Drinkard.Andrea@epa.gov>; Harney, Alethea <Harney.Alethea@epa.gov>
Cc: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: Tech Questions

Ok thanks. I thought he'd be sitting in the audience since he's not talking during the event per the run of show I have.

Can someone please send me the latest version? Thanks.

Ms. Jini Ryan
Director
Office of Multimedia (OM)
U.S. Environmental Protection Agency

202-564-0175 (Office)
703-589-6035 (Cell)
ryan.jini@epa.gov (Email)

Address:
1200 Pennsylvania Ave., NW
WJC-North, Room 6330H, MC 1703A
Washington, DC 20460

Office of Multimedia intranet site
<https://work.epa.gov/multimedia>

From: Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Sent: Wednesday, November 30, 2022 2:48 PM
To: Ryan, Jini <Ryan.Jini@epa.gov>; Harney, Alethea <Harney.Alethea@epa.gov>
Cc: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: Tech Questions

Yes, we have some low chair/armless options.

We will need three chairs, as Adam Ortiz will be helping to emcee along with Janet and Dar.

From: Ryan, Jini <Ryan.Jini@epa.gov>
Sent: Wednesday, November 30, 2022 2:47 PM
To: Harney, Alethea <Harney.Alethea@epa.gov>
Cc: Grantham, Nancy <Grantham.Nancy@epa.gov>; Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Subject: RE: Tech Questions

Also, Patty asked that they be able to see both the directors chairs and low chairs as options. Dar can't play on the directors chair, in which case she'd stand up during her performance and sit back down during the conversation, but they want to see both during the tech check. Nancy mentioned you're all taking care of the low chairs.

We'll bring down two directors chairs for the event setup.

Thanks.

Ms. Jini Ryan
Director
Office of Multimedia (OM)
U.S. Environmental Protection Agency

[202-564-0175](tel:202-564-0175) (Office)
[703-589-6035](tel:703-589-6035) (Cell)
ryan.jini@epa.gov (Email)

Address:
1200 Pennsylvania Ave., NW
WJC-North, Room 6330H, MC 1703A
Washington, DC 20460

Office of Multimedia intranet site
<https://work.epa.gov/multimedia>

From: Harney, Alethea <Harney.Alethea@epa.gov>
Sent: Wednesday, November 30, 2022 2:44 PM
To: Ryan, Jini <Ryan.Jini@epa.gov>; Patty Romanoff <patty@bulletproofartists.com>
Cc: Grantham, Nancy <Grantham.Nancy@epa.gov>; Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Subject: RE: Tech Questions

Awesome. Thanks, Jini!

Ms. Jini Ryan
Director
Office of Multimedia (OM)
U.S. Environmental Protection Agency

202-564-0175 (Office)
703-589-6035 (Cell)
ryan.jini@epa.gov (Email)

Address:
1200 Pennsylvania Ave., NW
WJC-North, Room 6330H, MC 1703A
Washington, DC 20460

Office of Multimedia intranet site
<https://work.epa.gov/multimedia>

From: Harney, Alethea <Harney.Alethea@epa.gov>
Sent: Wednesday, November 30, 2022 2:29 PM
To: Patty Romanoff <patty@bulletproofartists.com>
Cc: Ryan, Jini <Ryan.Jini@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Subject: Tech Questions

Hi Patty!

Apologies for the multiple emails this afternoon.

I wanted to put you in touch with the EPA's fabulous Office of Multimedia Director , Jini Ryan!

I believe Jini has some follow-up questions for you, so I will let her take it from here.

Thanks,
Alethea

Alethea Harney
Senior Advisor to the Administrator
U.S. Environmental Protection Agency
202- 734-8437 (office)
617-953-7950 (mobile)

Message

From: Drinkard, Andrea [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=808A6B7B65BF447F93DAD2F510FEAF61-ADRINKAR]
Sent: 12/1/2022 7:54:17 PM
To: Ryan, Jini [Ryan.Jini@epa.gov]; McCabe, Janet [McCabe.Janet@epa.gov]
CC: Taylor, Brian [Taylor.Brian@epa.gov]; Ortiz, Adam [Ortiz.Adam@epa.gov]
Subject: RE: Water video loop for Dar Williams event

Thanks, Jini! I think this works for me. I'm adding Adam for his awareness and input as well!

From: Ryan, Jini <Ryan.Jini@epa.gov>
Sent: Thursday, December 1, 2022 2:52 PM
To: McCabe, Janet <McCabe.Janet@epa.gov>; Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Cc: Taylor, Brian <Taylor.Brian@epa.gov>
Subject: Water video loop for Dar Williams event

Janet and Andrea,

Brian worked on the water video loop you requested this morning. Just wanted to make sure this is what you had envisioned: <https://youtu.be/MtTK0AsJBcA>

Thanks.

Jini

Ms. Jini Ryan
Director
Office of Multimedia (OM)
U.S. Environmental Protection Agency

[202-564-0175](tel:202-564-0175) (Office)
[703-589-6035](tel:703-589-6035) (Cell)
ryan.jini@epa.gov (Email)

Address:
1200 Pennsylvania Ave., NW
WJC-North, Room 6330H, MC 1703A
Washington, DC 20460

Office of Multimedia intranet site
<https://work.epa.gov/multimedia>

Message

From: Drinkard, Andrea [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=808A6B7B65BF447F93DAD2F510FEAF61-ADRINKAR]
Sent: 12/6/2022 5:57:06 PM
To: McCabe, Janet [McCabe.Janet@epa.gov]
CC: Atkinson, Emily [Atkinson.Emily@epa.gov]
Subject: Dar Williams Team

Here's the team of folks who helped out with the Dar event. Let me know if you want me to write something up or if you've got it. Either is totally fine with me 😊

Brian Taylor
Tony Singleton
Chip Filiault
Herb White
Ryan Rodgers
Chloe Malouf
Eric Vance
Londa Scott-Forte
Nancy Grantham
Aletha Harney
Adam Ortiz

Message

From: Drinkard, Andrea [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=808A6B7B65BF447F93DAD2F510FEAF61-ADRINKAR]
Sent: 12/12/2022 3:36:20 PM
To: Hublar, Jennifer [Hublar.Jennifer@epa.gov]
CC: Wooden-Aguilar, Helena [Wooden-Aguilar.Helena@epa.gov]
Subject: RE: FOR REVIEW: Q&As from Staff for Monday
Attachments: Staff Recognition Event Submitted Questions.docx

Apologies for the confusion. Attached are the questions that we received from AFGE and staff. These were much more specific than we wanted to get at the event and we were hoping you'd be able to help respond to some of them, the AFGE ones in particular. The highlighting was for me, so you can ignore it for now. Let me know if you'd like to chat about a best path forward and/or if you have questions.

From: Hublar, Jennifer <Hublar.Jennifer@epa.gov>
Sent: Monday, December 12, 2022 10:30 AM
To: Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Cc: Wooden-Aguilar, Helena <Wooden-Aguilar.Helena@epa.gov>
Subject: FW: FOR REVIEW: Q&As from Staff for Monday

Hi Andrea,

OMS received a list of questions that came from the AFGE session a week or so ago.

Can you confirm that you're looking for OMS's input to the four questions below? From my review, OMS is best suited to draft responses to Q2 and Q3. Thoughts?

Question 1: This question was originally posed to Dar, but I think both Janet and Dar can answer it. How do you stay positive in the creative process and bring that forward into a finished song [or into the work that you do at EPA]?

Question 2: The Inflation Reduction Act and the Bipartisan Infrastructure Act are truly a once-in-a-generation opportunity to make an impact on our environment, on our climate, and on every single community across the United States. It's also having an impact on the agency, our day-to-day work, and our workloads. How is leadership taking these additional responsibilities into account in long-range planning and managing employee workloads?

Question 3: The COVID-19 pandemic introduced a hybrid work environment, and now it looks like it's going to stay. What are you doing to make sure we all stay connected?

Question 4: I think we have time for one more question. What keeps you up at night and what makes you excited to come into the office every day? (you should mention succession planning for what keeps you up at night and you should say that the people and the mission are what keeps you excited)

Jennifer Hublar
Special Assistant to the Deputy Assistant Administrator
For Administration and Resources Management
Office of Mission Support
Hublar.Jennifer@epa.gov
202-564-5294

From: Wooden-Aguilar, Helena <Wooden-Aguilar.Helena@epa.gov>
Sent: Monday, December 5, 2022 12:03 AM

To: Braxton, Marilyn <Braxton.Marilyn@epa.gov>

Cc: Hublar, Jennifer <Hublar.Jennifer@epa.gov>; Mendes, Jeanette <Mendes.Jeanette@epa.gov>; Patrick, Kimberly <Patrick.Kimberly@epa.gov>

Subject: Re: FOR REVIEW: Q&As from Staff for Monday

Not for Monday but next Monday I believe.

Helena Wooden-Aguilar

Deputy Assistant Administrator for Administration and Resources Management

Office of Mission Support

US Environmental Protection Agency

[202-564-0792](tel:202-564-0792) (Work)

[202-302-6846](tel:202-302-6846) (Cell)

wooden-aguilar.helena@epa.gov

On Dec 4, 2022, at 11:45 PM, Braxton, Marilyn <Braxton.Marilyn@epa.gov> wrote:

Will do. Is this for a Monday meeting Janet has or is Andrea seeking our input by Monday?

Sent from my iPhone

On Dec 2, 2022, at 9:58 PM, Wooden-Aguilar, Helena <Wooden-Aguilar.Helena@epa.gov> wrote:

Hello All - is there any way we could coordinate with OHR and develop answers for the questions below? Appreciate your attention on Monday. Thanks, Helena

From: Drinkard, Andrea <Drinkard.Andrea@epa.gov>

Sent: Friday, December 2, 2022 6:53 PM

To: Ortiz, Adam <Ortiz.Adam@epa.gov>; McCabe, Janet <McCabe.Janet@epa.gov>

Cc: Grantham, Nancy <Grantham.Nancy@epa.gov>; Harney, Alethea <Harney.Alethea@epa.gov>; Monger, Jon <Monger.Jon@epa.gov>

Subject: FOR REVIEW: Q&As from Staff for Monday

Hi team Dar!

Ex. 5 Deliberative Process (DP)

Question 1: This question was originally posed to Dar, but I think both Janet and Dar can answer it. How do you stay positive in the creative process and bring that forward into a finished song [or into the work that you do at EPA]?

Question 2: The Inflation Reduction Act and the Bipartisan Infrastructure Act are truly a once-in-a-generation opportunity to make an impact on our environment, on our climate, and on every single community across the United States. It's also having an impact on the agency, our day-to-day work, and our workloads. How is leadership taking these additional responsibilities into account in long-range planning and managing employee workloads?

Question 3: The COVID-19 pandemic introduced a hybrid work environment, and now it looks like it's going to stay. What are you doing to make sure we all stay connected?

Question 4: I think we have time for one more question. What keeps you up at night and what makes you excited to come into the office every day? (you should mention succession planning for what keeps you up at night and you should say that the people and the mission are what keeps you excited)

Andrea Drinkard (she/her)

Senior Advisor to the Deputy Administrator

U.S. Environmental Protection Agency

202.236.7765

Message

From: Grantham, Nancy [Grantham.Nancy@epa.gov]
Sent: 11/30/2022 9:44:05 PM
To: Widener, Charles (Chuck) [Widener.Charles@epa.gov]; AO OPA Internal Communications [AO_OPA_Internal_Communications@epa.gov]
Subject: good to go .. with new subject line thanks ng
Attachments: You're Invited to Deputy Administrator McCabe's End of Year All Staff Celebration

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Widener, Charles (Chuck) <Widener.Charles@epa.gov>
Sent: Wednesday, November 30, 2022 4:41 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; AO OPA Internal Communications <AO_OPA_Internal_Communications@epa.gov>
Subject: RE: this is good to go now -- important -- subject line -- see below -- thanks ng

Nancy – final preview with new subject line is attached. I'll send as soon as you confirm.

Chuck Widener
Director, Office of Web Communications
Office of Public Affairs
US Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D.C. 20460
Tel: 202-317-2154 | widener.charles@epa.gov

From: Widener, Charles (Chuck)
Sent: Wednesday, November 30, 2022 4:14 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; AO OPA Internal Communications <AO_OPA_Internal_Communications@epa.gov>
Subject: RE: this is good to go now -- important -- subject line -- see below -- thanks ng

Ken,
After making Nancy's updates, please do a last check on font and font size before sending. It looks like the accessibility content might be off.

Chuck Widener
Director, Office of Web Communications
Office of Public Affairs
US Environmental Protection Agency

1200 Pennsylvania Avenue, N.W.
Washington, D.C. 20460
Tel: 202-317-2154 | widener.charles@epa.gov

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Wednesday, November 30, 2022 3:55 PM
To: AO OPA Internal Communications <AO_OPA_Internal_Communications@epa.gov>
Subject: this is good to go now -- important -- subject line -- see below -- thanks ng

Subject Line should be:

You're Invited to Deputy Administrator McCabe's End of Year All Staff Celebration

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

Message

From: Labbe, Ken [Labbe.Ken@epa.gov]
Sent: 11/30/2022 4:23:45 PM
To: Grantham, Nancy [Grantham.Nancy@epa.gov]; AO OPA Internal Communications [AO_OPA_Internal_Communications@epa.gov]
Subject: RE: need mass mailer preview needed
Attachments: All Staff Recognition Event

New version attached.

Thanks,
Ken

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Wednesday, November 30, 2022 11:20 AM
To: Labbe, Ken <Labbe.Ken@epa.gov>; AO OPA Internal Communications <AO_OPA_Internal_Communications@epa.gov>
Subject: RE: need mass mailer preview needed

Thanks ken .. we need to add in the following info – realize it was at the bottom on my original email – if you can send another preview please – thanks much ng

Thank you for all that you do for this agency and for the American public. I am looking forward to celebrating all of YOU and taking a few minutes out of our busy days to remember why we are proud to call EPA our home.

Janet signature

Accessibility Information: EPA will provide Communication Access Real-time Translation (CART captioning), ASL (American Sign Language) interpreters, and CLTs (Cued Language Translators). For ASL and CLT, please “pin” the camera feed in the Teams meeting for the service provider(s) you require. For CART services, please click on the “CC” button. If you need technical assistance on the day of the event, please contact your local IT helpdesk. Separately, if you require a disability accommodation, please contact Reasonable accommodations at disabilityaccommodations@epa.gov.

Please note, the Teams meeting has a 1,000 participant limit for full access to the platform (including the chat, reactions and all the camera feeds). Anyone joining the event after that will be placed in “view only” mode and will only be able to watch the active speaker and will not have access to the rest of the meeting platform. We will be recording the event and will make it available as soon as possible.

Please log-off the VPN before you join the meeting.

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs

202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Labbe, Ken <Labbe.Ken@epa.gov>
Sent: Wednesday, November 30, 2022 10:56 AM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; AO OPA Internal Communications <AO_OPA_Internal_Communications@epa.gov>
Subject: RE: need mass mailer preview needed

Please see draft mailer attached.

Thanks,

Ken

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Wednesday, November 30, 2022 10:27 AM
To: Labbe, Ken <Labbe.Ken@epa.gov>; AO OPA Internal Communications <AO_OPA_Internal_Communications@epa.gov>
Subject: RE: need mass mailer preview needed

I think a hyperlink to join and then the phone/audio info thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Labbe, Ken <Labbe.Ken@epa.gov>
Sent: Wednesday, November 30, 2022 10:25 AM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; AO OPA Internal Communications <AO_OPA_Internal_Communications@epa.gov>
Subject: RE: need mass mailer preview needed

For clarification – did you want to include all of the MS Teams information as it stands now in the draft provided or just a hyperlink?

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Wednesday, November 30, 2022 9:58 AM
To: AO OPA Internal Communications <AO_OPA_Internal_Communications@epa.gov>
Subject: need mass mailer preview needed

On Janet masthead ... Subject line should be All Staff Recognition Event

Thanks ng

Message

From: Labbe, Ken [Labbe.Ken@epa.gov]
Sent: 11/30/2022 6:31:40 PM
To: Grantham, Nancy [Grantham.Nancy@epa.gov]; AO OPA Internal Communications [AO_OPA_Internal_Communications@epa.gov]
Subject: RE: some additional edits .. can you send me an additional preview thanks ng
Attachments: All Staff Recognition Event

Edits incorporated. New preview attached.

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Wednesday, November 30, 2022 1:26 PM
To: AO OPA Internal Communications <AO_OPA_Internal_Communications@epa.gov>
Subject: some additional edits .. can you send me an additional preview thanks ng

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Sent: Wednesday, November 30, 2022 1:21 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: FW: mass mailer for final review and union heads up -- we need to get out asap thanks ng

Can you add a period and fix the two font issue?

From: McCabe, Janet <McCabe.Janet@epa.gov>
Sent: Wednesday, November 30, 2022 12:29 PM
To: Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Subject: RE: mass mailer for final review and union heads up -- we need to get out asap thanks ng

Great! Also need a "." After "attend the event" in the last paragraph.

From: Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Sent: Wednesday, November 30, 2022 12:25 PM
To: McCabe, Janet <McCabe.Janet@epa.gov>
Subject: FW: mass mailer for final review and union heads up -- we need to get out asap thanks ng

FYI...it's going out ASAP! We'll fix the font change issue.

From: Grantham, Nancy <Grantham.Nancy@epa.gov>
Sent: Wednesday, November 30, 2022 12:24 PM

To: Michalos, Maria <Michalos.Maria@epa.gov>; Drinkard, Andrea <Drinkard.Andrea@epa.gov>; Galloway, Barbara <galloway.barbara@epa.gov>; McFarland, Tisha <McFarland.Tisha@epa.gov>

Subject: mass mailer for final review and union heads up -- we need to get out asap thanks ng

Dear Colleagues,

2022 has been a great year for EPA—from implementing the Bipartisan Infrastructure Law, to the passage of the Inflation Reduction Act, to our efforts to return to the office after two long years of the COVID-19 pandemic, to the many things—big and small—we each do every day to protect human health and the environment.

I know this time of year is busy for many of you with the holidays upon us and end of year deadlines looming, but it is also the time of year when we can pause for a moment and look back on all of the amazing work we've done. For me, this year has been about meeting as many of you as possible—listening to your voices and hearing your ideas. I have enjoyed every single one of our conversations and they remind me that the people—that all of you—are what make EPA great. Your passion for delivering on our mission comes through loud and clear.

With that in mind, I would like to invite you to spend a few minutes on Monday, December 5th at 12:00pm EST with me and Region 3 Administrator Adam Ortiz to reflect on all that we have accomplished over the past year and celebrate together.

I am excited to share that Adam and I will be joined by Dar Williams, an American folk singer and songwriter who has woven her creativity, talent, and connection to the Earth into songs that call on each of us to notice what is important about the world we share and to act to protect our planet. She will be sharing a few songs with us, and we will talk about her writing process and her interest and connection to environmental protection. I will also answer some of your questions—if you have one, please [submit it in advance](#).

For this event, we will be welcoming employees to the Rachel Carson Room. So that we can get a sense of who will be joining us in person, we are encouraging you to [RSVP](#) in advance, but an RSVP is not required to attend the event

If you will be joining remotely, we look forward to seeing you on Teams:

[Click here to join the meeting.](#)

Meeting ID: 280 475 540 389

Passcode: zbYSPu

Or call in (audio only)

[+1 202-991-0477,406115422#](#)

Phone Conference ID: 406 115 422#

Thank you for all that you do for this agency and for the American public. I am looking forward to celebrating all of YOU and taking a few minutes out of our busy days to remember why we are proud to call EPA our home.



Accessibility Information: EPA will provide Communication Access Real-time Translation (CART captioning), ASL (American Sign Language) interpreters, and CLTs (Cued Language Translators). For ASL and CLT, please "pin" the camera feed in the Teams meeting for the service provider(s) you

require. For CART services, please click on the "CC" button. If you need technical assistance on the day of the event, please contact your local IT helpdesk. Separately, if you require a disability accommodation, please contact Reasonable accommodations at disabilityaccommodations@epa.gov.

Please note, the Teams meeting has a 1,000 participant limit for full access to the platform (including the chat, reactions and all the camera feeds). Anyone joining the event after that will be placed in "view only" mode and will only be able to watch the active speaker and will not have access to the rest of the meeting platform. We will be recording the event and will make it available as soon as possible.

Please log-off the VPN before you join the meeting.

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

Appointment

From: Grantham, Nancy [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=12a3c2ed7158417fb0bb1b1b72a8cfb0-Grantham, Nancy]
Sent: 11/30/2022 7:25:29 PM
To: Ryan, Jini [Ryan.Jini@epa.gov]; Drinkard, Andrea [Drinkard.Andrea@epa.gov]; Harney, Alethea [Harney.Alethea@epa.gov]
Subject: Run Through for Dar Williams Event on 12/5 in Rachel Carson Room
Location: Microsoft Teams Meeting
Start: 12/1/2022 6:30:00 PM
End: 12/1/2022 7:00:00 PM
Show Time As: Tentative

Required Attendees: Ryan, Jini; Drinkard, Andrea; Harney, Alethea

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Ex. 6 Personal Privacy (PP)

Join with a video conferencing device

Ex. 6 Personal Privacy (PP)

Or call in (audio only)

Ex. 6 Personal Privacy (PP)

[Find a local number](#) | [Reset PIN](#)

For all EPA meetings, there is no expectation of privacy regarding any communications. Participation in a recorded meeting will be deemed as consent to be recorded. Information on EPA systems is the property of the Agency and may become official records.

[Learn More](#) | [Meeting options](#)

Message

From: Grantham, Nancy [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=12A3C2ED7158417FB0BB1B1B72A8CFB0-GRANTHAM, NANCY]
Sent: 12/5/2022 1:39:15 PM
To: AO OPA Internal Communications [AO_OPA_Internal_Communications@epa.gov]
Subject: Need to send out a reminder asap -- thanksn g FW: You're Invited to Deputy Administrator McCabe's End of Year All Staff Celebration



Dear Colleagues,

2022 has been a great year for EPA—from implementing the Bipartisan Infrastructure Law, to the passage of the Inflation Reduction Act, to our efforts to return to the office after two long years of the COVID-19 pandemic, to the many things—big and small—we each do every day to protect human health and the environment.

I know this time of year is busy for many of you with the holidays upon us and end of year deadlines looming, but it is also the time of year when we can pause for a moment and look back on all of the amazing work we've done. For me, this year has been about meeting as many of you as possible—listening to your voices and hearing your ideas. I have enjoyed every single one of our conversations and they remind me that the people—that all of you—are what make EPA great. Your passion for delivering on our mission comes through loud and clear.

With that in mind, I would like to invite you to spend a few minutes on Monday, December 5th at 12:00pm EST with me and Region 3 Administrator Adam Ortiz to reflect on all that we have accomplished over the past year and celebrate together.

I am excited to share that Adam and I will be joined by Dar Williams, an American folk singer and songwriter who has woven her creativity, talent, and connection to the Earth into songs that call on each of us to notice what is important about the world we share and to act to protect our planet. She will be sharing a few songs with us, and we will talk about her writing process and her interest and connection to environmental protection. I will also answer some of your questions—if you have one, [submit it in advance](#).

For this event, we will be welcoming employees to the Rachel Carson Room. So that we can get a sense of who will be joining us in person, we are encouraging you to [RSVP](#) in advance, but an RSVP is not required to attend the event.

If you will be joining remotely, we look forward to seeing you on Teams:

[Click here to join the meeting.](#)

Ex. 6 Personal Privacy (PP)

Phone Conference ID: **Ex. 6 Personal Privacy (PP)**

Thank you for all that you do for this agency and for the American public. I am looking forward to celebrating all of YOU and taking a few minutes out of our busy days to remember why we are proud to call EPA our home.



Accessibility Information: EPA will provide Communication Access Real-time Translation (CART captioning), ASL (American Sign Language) interpreters, and CLTs (Cued Language Translators). For ASL and CLT, please "pin" the camera feed in the Teams meeting for the service provider(s) you require. For CART services, please click on the "CC" button. If you need technical assistance on the day of the event, please contact your local IT helpdesk. Separately, if you require a disability accommodation, please contact Reasonable accommodations at disabilityaccommodations@epa.gov.

Please note, the Teams meeting has a 1,000 participant limit for full access to the platform (including the chat, reactions and all the camera feeds). Anyone joining the event after that will be placed in "view only" mode and will only be able to watch the active speaker and will not have access to the rest of the meeting platform. We will be recording the event and will make it available as soon as possible.

Please log-off the VPN before you join the meeting.

Message

From: Grantham, Nancy [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=12A3C2ED7158417FB0BB1B1B72A8CFB0-GRANTHAM, NANCY]
Sent: 11/30/2022 12:42:13 PM
To: Ryan, Jini [Ryan.Jini@epa.gov]
Subject: FW: Today & Every Day (Dar Williams Video)

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Harney, Alethea <Harney.Alethea@epa.gov>
Sent: Tuesday, November 29, 2022 6:53 PM
To: Kellie Lin Knott <kellie@bulletproofartists.com>
Cc: Drinkard, Andrea <Drinkard.Andrea@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: Re: Today & Every Day (Dar Williams Video)

Thanks so much, Kellie!

On Nov 29, 2022, at 3:41 PM, Kellie Lin Knott <kellie@bulletproofartists.com> wrote:

Hello!

Patty Romanoff asked me to send you this video via WeTransfer for Dar Williams.

Thank you!

Dar Williams Video Download **Ex. 6 Personal Privacy (PP)**

Best,
Kellie

--

Kellie Lin Knott
Digital Communications
Bulletproof Artist Management
Heather Maloney, Crys Matthews
The Nields, Susan Werner, Dar Williams
808-631-9534 cell

Message

From: Grantham, Nancy [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=12A3C2ED7158417FB0BB1B1B72A8CFB0-GRANTHAM, NANCY]
Sent: 11/30/2022 5:07:57 PM
To: Ryan, Jini [Ryan.Jini@epa.gov]; AO OPA Internal Communications [AO_OPA_Internal_Communications@epa.gov]
Subject: RE: please use this version for a final preview -- also, jini .. please check that we have the teams links correctly thanks
ng

Thanks much

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

From: Ryan, Jini <Ryan.Jini@epa.gov>
Sent: Wednesday, November 30, 2022 12:02 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; AO OPA Internal Communications <AO_OPA_Internal_Communications@epa.gov>
Subject: RE: please use this version for a final preview -- also, jini .. please check that we have the teams links correctly
thanks ng

Looks good. Thanks.

Ms. Jini Ryan
Director
Office of Multimedia (OM)
U.S. Environmental Protection Agency

202-564-0175 (Office)
703-589-6035 (Cell)
ryan.jini@epa.gov (Email)

Address:
1200 Pennsylvania Ave., NW
WJC-North, Room 6330H, MC 1703A
Washington, DC 20460

Office of Multimedia intranet site
<https://work.epa.gov/multimedia>

From: Grantham, Nancy <Grantham.Nancy@epa.gov>

Sent: Wednesday, November 30, 2022 12:00 PM

To: AO OPA Internal Communications <AO_OPA_Internal_Communications@epa.gov>

Cc: Ryan, Jini <Ryan.Jini@epa.gov>

Subject: please use this version for a final preview -- also, jini .. please check that we have the teams links correctly
thanks ng

See below – with edits thanks ng

Nancy Grantham

Principal Deputy Associate Administrator

Environmental Protection Agency

Office of Public Affairs

202-564-6879 (desk)

202-253-7056 (cell)

grantham.nancy@epa.gov

From: Drinkard, Andrea <Drinkard.Andrea@epa.gov>

Sent: Wednesday, November 30, 2022 11:51 AM

To: Grantham, Nancy <Grantham.Nancy@epa.gov>

Subject: RE: please take a look and provide any edits and we can get this out thanks ng

See updates in yellow below.

From: Grantham, Nancy <Grantham.Nancy@epa.gov>

Sent: Wednesday, November 30, 2022 11:44 AM

To: Drinkard, Andrea <Drinkard.Andrea@epa.gov>

Subject: please take a look and provide any edits and we can get this out thanks ng

Dear Colleagues,

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Accessibility Information: EPA will provide Communication Access Real-time Translation (CART captioning), ASL (American Sign Language) interpreters, and CLTs (Cued Language Translators). For ASL and CLT, please “pin” the camera feed in the Teams meeting for the service provider(s) you require. For CART services, please click on the “CC” button. If you need technical assistance on the day of the event, please contact your local IT helpdesk. Separately, if you require a disability accommodation, please contact Reasonable accommodations at disabilityaccommodations@epa.gov.

Please note, the Teams meeting has a 1,000 participant limit for full access to the platform (including the chat, reactions and all the camera feeds). Anyone joining the event after that will be placed in “view only” mode and will only be able to watch the active speaker and will not have access to the rest of the meeting platform. We will be recording the event and will make it available as soon as possible.

Please log-off the VPN before you join the meeting.

Nancy Grantham
Principal Deputy Associate Administrator
Environmental Protection Agency
Office of Public Affairs
202-564-6879 (desk)
202-253-7056 (cell)
grantham.nancy@epa.gov

Message

From: Patty Romanoff [patty@bulletproofartists.com]
Sent: 11/29/2022 6:26:46 PM
To: Harney, Alethea [Harney.Alethea@epa.gov]
Subject: Re: Dar Williams EPA Event 12/5

Yes but if you need me and I am not there my cell is Ex. 6 Personal Privacy (PP)

On Nov 29, 2022, at 11:28 AM, Harney, Alethea <Harney.Alethea@epa.gov> wrote:

Thanks, Patty! Just confirming this is the best number for you: Ex. 6 Personal Privacy (PP)

From: Patty Romanoff <patty@bulletproofartists.com>
Sent: Tuesday, November 29, 2022 11:27 AM
To: Harney, Alethea <Harney.Alethea@epa.gov>
Cc: Drinkard, Andrea <Drinkard.Andrea@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: Re: Dar Williams EPA Event 12/5

On Nov 29, 2022, at 11:13 AM, Harney, Alethea <Harney.Alethea@epa.gov> wrote:

1. Will she be performing standing up and/or does she have a chair preference arm chair or raised directors chair - She will most likely sit, though she normally she stands. Please have a chair with NO arms for her. Also, if you can have a guitar stand available.

2. Who should our lead tech person connect with on sound questions? Call me about tech questions

2. Can you please send us the video of the song you would like us to show off the top? We want to make sure we're using the right version and one that doesn't have ads, etc. Will have this sent over. Most likely via WeTransfer

Message

From: McCabe, Janet [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=C6014E2E039B4EDEA04E1942CD86D68D-MCCABE, JAN]
Sent: 12/3/2022 12:09:30 AM
To: Drinkard, Andrea [Drinkard.Andrea@epa.gov]
Subject: RE: Dar's bio

Agreed. I think this is just right.

From: Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Sent: Friday, December 2, 2022 7:01 PM
To: McCabe, Janet <McCabe.Janet@epa.gov>
Subject: RE: Dar's bio

Ex. 5 Deliberative Process (DP)

From: McCabe, Janet <McCabe.Janet@epa.gov>
Sent: Thursday, December 1, 2022 7:34 PM
To: Drinkard, Andrea <Drinkard.Andrea@epa.gov>
Subject: Re: Dar's bio

A little bit

Sent from my iPhone

On Dec 1, 2022, at 6:20 PM, Drinkard, Andrea <Drinkard.Andrea@epa.gov> wrote:

On it! Will beef that section up.

On Dec 1, 2022, at 5:53 PM, McCabe, Janet <McCabe.Janet@epa.gov> wrote:

I don't know her well enough to know. I do think it would be nice to say where she was born and where she lives now, if that information is available. I highlighted some tidbits.

Here's what's in Wikipedia:

Williams was born in Mount Kisco, New York, and grew up in Chappagua with two older sisters, Meredith and Julie.^{[4][5]} Her nickname "Dar" originated due to a mispronunciation of "Dorothy" by one of Williams's sisters.^[6] In a 2008 interview with WUKY radio, Dar said her parents wanted to name her Darcy, after the character in *Pride and Prejudice*, and that they intentionally called her "Dar-Dar", which she shortened to "Dar" in school.^[7]

In interviews^[specify], she has described her parents as "liberal and loving" people who early on encouraged a career in songwriting. Williams began playing the guitar at age nine and wrote her first song two years later. However, she was more interested in drama at the time, and majored in theater and religion at Wesleyan University.

Musical career^[edit]

<image001.jpg>

Williams in 2005, promoting *My Better Self*

Williams moved to Boston in 1990 to further explore a career in theater. She worked for a year as stage manager of the Opera Company of Boston,^[8] but on the side began to write songs, record demo tapes, and take voice lessons. In 1990, Dar recorded her first album, *I Have No History*, produced by Jeannie Deva and engineered by Rob Lehmann at Oak Grove Studios in Malden, Massachusetts. One year later in 1991, Dar recorded her second album, *All My Heroes Are Dead*, most of which was recorded at Wellspring Sound in Newton, MA. This album included Dar's song "Mark Rothko Song." The original recording of this song was later included in her third album *The Honesty Room*. In 1993 Williams moved to Northampton, Massachusetts. Early in Williams's music career, she opened for Joan Baez, who would make her relatively well known by recording some of her songs (Williams also dueted with Baez on *Ring Them Bells*). Her growing popularity has since relied heavily on community coffeehouses, public radio, and an extensive fan base on the Internet.^[citation needed]

Williams recorded her first full album, *The Honesty Room*, under her own label, Burning Field Music. Guest artists included Nerissa and Katryna Nields, Max Cohen and Gideon Freudmann. The album was briefly distributed by Chicago-based Waterbug Records. Williams soon secured a licensing-and-distribution deal for Burning Field with Razor and Tie, and in 1995 reissued the album on that label, with two re-recorded bonus tracks. The record went on to become one of the top-selling independent folk albums of the year. 1996's *Mortal City*, also licensed and distributed with Razor and Tie, received substantial notice, partially due to the fact that it coincided with her tour with Baez.^[citation needed] The album again featured guest appearances by the Nields sisters and Freudmann, as well as noted folk artists John Prine, Cliff Eberhardt and Lucy Kaplansky. With that success, Razor & Tie re-released *The Honesty Room*. By the time of her third release, *End of The Summer* (1997), Williams's career had gathered substantial momentum, and the album did remarkably well^[specify], given its genre and independent label status.

In 1998, Williams, Richard Shindell and Lucy Kaplansky formed the group Cry Cry Cry as a way to pay homage to some of their favorite folk artists. The band released an eponymous album of covers and toured from 1998 to 2000. In June 2017, Cry Cry Cry reunited for the first time to play at the Clearwater Festival in New York.^[9]

She has since released six more studio albums on the Razor & Tie label (*The Green World* (2000; which included "Spring Street", based on Spring Street in SoHo in Manhattan),^[10] *The Beauty of the Rain* (2003), *My Better Self* (2005), *Promised Land* (2008), *Many Great Companions* (2010), and *In the Time of Gods* (2012), as well as two live albums (*Out There Live* (2001) and *Live at Bearsville Theater* (2007)).

Williams has lent her talent and support to various causes, founding the Snowden Environmental Trust and taking part in many benefit concerts. She performed in a show at Alcatraz with Baez and the Indigo Girls, to benefit the prisoner-rights group Bread and Roses.

As someone who has toured a great deal of the time and had trouble finding suitable dining on the road, Williams was inspired to write and publish a directory of natural food stores and restaurants called *The Tofu Tollbooth* in 1994.^[11] In 1998 Williams co-authored a second edition with Elizabeth Zipern.^[12]

Williams wrote a book, released on September 5, 2017, titled *What I Found in a Thousand Towns: A Traveling Musicians Guide to Rebuilding America's Communities – One Coffee Shop, Dog Run, & Open-Mike Night at a Time*, that focuses in part on rebuilding smaller cities and larger towns in America.^[13]

Personal life^[edit]

On May 4, 2002, she married Michael Robinson, an old friend from college, though they are now divorced.^[14] Their son, Stephen Gray Robinson, was born on April 24, 2004. In addition, they have an adopted daughter named Taya, who was born in Ethiopia.^[15] She resides in the Hudson Valley region of New York.^[14]

Songs

From: Drinkard, Andrea <Drinkard.Andrea@epa.gov>

Sent: Thursday, December 1, 2022 5:45 PM

To: McCabe, Janet <McCabe.Janet@epa.gov>

Subject: Dar's bio

It just dawned on me that maybe Dar would like a more robust introduction that includes more of her bio. What do you think? I'm so used to being low key on bios, it didn't dawn on me.

Andrea Drinkard (she/her)
Senior Advisor to the Deputy Administrator
U.S. Environmental Protection Agency
202.236.7765

Appointment

From: Atkinson, Emily [/o=ExchangeLabs/ou=Exchange Administrative Group
(FYDIBOHF23SPDLT)/cn=Recipients/cn=bb2155adef6a44aea9410741f0c01d27-Atkinson, Emily]
on behalf of McCabe, Janet [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP
(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=C6014E2E039B4EDEA04E1942CD86D68D-MCCABE, JAN]
Sent: 12/13/2022 7:15:22 PM
To: McCabe, Janet [McCabe.Janet@epa.gov]
Subject: Meeting with Dar Williams
Location: EPA Headquarters
Start: 12/5/2022 4:30:00 PM
End: 12/5/2022 5:00:00 PM
Show Time As: Busy

Message

From: McCabe, Janet [McCabe.Janet@epa.gov]
Sent: 12/10/2022 12:00:20 AM
To: McCabe, Janet [McCabe.Janet@epa.gov]; Janet McCabe **Ex. 6 Personal Privacy (PP)**
Subject: Dar Williams event

<https://www.youtube.com/watch?v=Du3KnUzxA7U>

Janet G. McCabe, Deputy Administrator
United States Environmental Protection Agency
1200 Pennsylvania Avenue, NW
MC1102A, Room 3412WJCN
Washington, DC 20460
(202)-564-4711
mccabe.janet@epa.gov
She/her/hers